



Advertisement Consultancy Opportunity M&E Training Consultant

PCAsia is seeking an active and motivated candidate to fill the position of M & E Training Consultant with a high profile and dynamic organization.

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 founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia and encouraged through an MoU and the Resolutions of the General Assembly of the ASEAN Inter-parliamentary Assembly (AIPA). 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).

ROLE OF DEPARTMENT

Institutional Development is responsible for four main areas, Strategic Tasks, Programme Development, Programme Coordination, and M&E.

BACKGROUND INFORMATION ON THE M&E WORK of PCAsia

PCAsia has made a continual effort to improve its M&E, eventually MEAL, system. This includes fine-tuning the Centre's Results Framework, developing a Management Information System (MIS) which consists of a data collection form, data recording tools and reporting templates, and creating guidelines to support the designing of various M&E tools, which should help the organization to:

- Ensure that the programme/project/activities are effectively designed, planned, executed and monitored.
- Ensure the programme/project/activities are on track and align with objectives.
- Identify areas that need improvement or adjustment.
- Ensure the collection of quality data and information to assess the output, outcomes, and impact of its interventions on the parliamentary performance.
- Ensure that monitoring reports are in good quality with evidence base that could be shared with relevant stakeholders.

Recently, integrating M&E processes in the programme management cycle is an approach being implemented that aims to improve MEAL at PCAsia and MEAL ownership by each programme team. Thus, PCAsia is planning to provide all programme teams with MEAL

capacity development support which will focus on MEAL concepts, MEAL design (situation analysis, theory of change, baseline study, and among others), MEAL frameworks and plan (identifying realistic result statements, types of qualified indicators, types of data, methods, and tools for data collection), implementing of a MEAL plan, MEAL report-writing and MEAL communication planning.

Thus, PCAsia needs to develop the knowledge and capacity of the professional staff on how to integrate the M&E process into the respective programmes and how to design and implement the MEAL framework, plan, communication plan and to write MEAL reports.

POSITION DESCRIPTION

As an important step to strengthen the understanding and capacity of PCAsia in implementing its MEAL programme, the Centre needs a specialised trainer to design and deliver a capacity development workshop for its professional staff.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

The MEAL Workshop Training Consultant is responsible for working under the supervision of PCAsia's person in charge of MEAL to design and deliver the training workshop which consists of the following:

- A brief overview of the MEAL concepts.
- MEAL elements and how to formulate each element in each step in the programme/project management cycle.
- Techniques to identify different levels of results.
- Techniques to articulate the theory of change.
- Techniques to identify indicators for different levels of results.
- Skills required to prepare the MEAL framework and plan.
- Techniques to write MEAL report.
Methods for creating a MEAL communication plan.
- Preparation of all workshop materials in English.

The workshop should be as hands-on as possible, and preferably use PCAsia's Results Framework/theory of change for reference and exercises to contextualise the workshop contents to the practical work of participants.

TIMEFRAME

- Tentative delivery date is 7-8 December 2023 for two full days.
- The workshop is planned for 12 hours to take place over 2 full days, 6 hours per day.
- It will take place face-to-face and attended by all PCAsia professional staff (approximately 23).
- It will take place in PCAsia training room in Phnom Penh.

EXPECTED DELIVERABLES/OUTPUTS

By the end of the training workshop, participants can apply MEAL elements in the entire programme/project management cycle.

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

Essential

- Bachelor or postgraduate degrees in development studies or in project management is also more preferable.
- Proven track record of at least 5 years experiences in MEAL/M&E work, including MEAL design and MEAL implementation in governance and capacity development projects/programmes.
- At least 3 years experiences in designing and delivering MEAL/M&E training for NGOs, preferably in the areas of governance and capacity development.
- Ability to demonstrate flexibility and resourcefulness and to work under pressure to deliver results under tight deadlines.
- Strong interpersonal skills and experience of functioning effectively in a multi-cultural team environment.
- High ethical standards of behaviour, good judgment, respect for others, confidentiality, and attention to detail.
- Fluency in spoken and written English.

Desirable

- Understanding parliamentary work and particularly of the Parliaments in the ASEAN region
- Familiar with how to monitor and evaluate parliamentary work/performance.

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org, workshop proposal with proposed methodology, approach (how to ensure participants to get the best results from the workshop), materials, tools and workshop facilities and break down expectation fee (Preparation, Workshop Session and Report). The application deadline is 03 November 2023. Only short-listed candidates will be contacted.