



JOB DESCRIPTION – FINAL

Position title : **M&E Officer**

Reports to : Program Development and M&E Manager

Supervises : Intern/Volunteer if any

Location : Phnom Penh

Date : December 2018

Position Summary:

The Monitoring and Evaluation Officer is responsible for leading the coordination and progress tracking of WWF-Cambodia's 5-year strategic plan and annual action plan, using and improving M&E systems for tracking technical progress of WWF-Cambodia's programme and projects. The officer ensures the timely, coordinated and consolidated collection of data throughout the organization and their communication to the Country Management Team. As a secondary function, the M&E officer will provide WWF-Cambodia's relevant staff with advice on the development and implementation of M&E systems for biodiversity impacts.

I. Major Duties and Responsibilities:

1. Handles and coordinates the development and implementation of an overall M&E system, M&E tools and data management systems to track project progress following WWF Programme and Project Management Standards (PPMS).
2. Ensures the online database of proposals and projects for Cambodia (C2G) is maintained up to date with supporting documents.
3. Manages and further develops the Country performance monitoring systems and dashboard (Key Performance Indicators).
4. Support project managers in employing M&E tools to monitor the indicators of progress against workplans (biodiversity targets status, threat reduction, livelihood improvement, behavior change) to ensure that objectives of the WWF-Cambodia Programme are measured and met as cost-effectively and efficiently as possible
5. Develop and review M&E work plan for the country program, monitor the quarterly updates and the work plan implementation status with project staff.
6. Work with conservation and operation staff to advise on their project monitoring plans and to help develop the uptake of WWF Project/Programme Management Standards (PPMS).
7. Facilitate annual planning meetings for both EPL and MFF Landscapes, and operation departments, in order to develop annual objectives and Key Performance Indicators as part of an Annual work plan.
8. Communicate the M&E action plan to all staff and ensures that it is effectively implemented
9. Work with the Conservation Programme Director to compile and maintain a list of projects within the respective office which are funded by external donors and require submitting an external donor report; maintain a centralized timeline of reporting calendar to external donors.

10. Analyze M&E data to identify performance failure and work closely with the Country Management Team to ensure that key programme and operations deliverables and targets are met on time.
11. Maintain an awareness of developments and up-to-date knowledge of the M&E to ensure that the organisation continues to take advantage of best practices
12. Leads the consolidation, analysis and synthesis of technical reports, monitoring sheets, and other information from projects and programmes. This includes communicating and monitoring the preparation of quarterly M&E updates and MoFA reports. This includes archiving the reports into the C2G database and relevant WWF google site. Coordinate the preparation of draft 6-monthly Key Performance Indicator Dashboard Report
13. Works closely with the program development and M&E (PDME) manager, ensures that Network colleagues are kept fully informed on key issues by preparing briefing materials, analyses and reports as directed by the PDME Manager and co-ordinates communications to ensure consistency and quality.
14. Be the focal point for responding to requests from WWF Network and others relating to country monitoring and evaluation and country project database. Be responsible for informing the Network Performance Overview (NPO) tool and the WWF INSIGHT online platform
15. Collects M&E data and provides regular reports and analysis to the Country Management Team to facilitate continuous improvement.
16. Provides orientation and training to project staff to help them understand and comply with M&E systems and tools.
17. Works with Human Resources to identify training needs in M&E for project staff.
18. Organizes/facilitates meetings with project staff, so that available staff are exchanging information and sharing best practices with regard to M&E.
19. Promotes the organization's image in the community by attendance at meetings and fora in M&E

II. Qualifications:

Education & Experience

- Bachelor's degree in Business Management, International Development, Natural Resource Management or information management related fields; Master degree is preferred
- 3 years of practical experience in monitoring and evaluation
- Experience in data collection, analysis and synthesis and preparation of strategic information for decision makers
- Experience in writing reports and reviews, delivering presentation and defending recommendations
- Coaching
- Familiar with conservation and natural resource management issues in Cambodia
- Demonstrated understanding of the project cycle management
- Demonstrated knowledge of M&E methodology, quality assurance

Skills & Abilities

- Knowledge of WWF's Programme and Project Management Standards is an advantage
- Knowledge of Miranda software is an advantage
- Fluency in written and spoken English and local language
- Working with a multi-cultural team and with teams in remote locations
- Working under pressure and towards tight deadline

- Possess strong negotiation, influencing and communication skills. Has the ability to liaise with senior management staff, relevant staff in different functional areas, local communities, government agencies, governmental policy and decision makers, the business community, media, donors etc. all in a professional, positive manner.
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

III. Working Relationships:

- **Internal** - works under the supervision of and reports directly to the Program Development and M&E Manager. Works closely with Country Management Team, Landscape Managers, Project Managers, M&E focal persons of Country Programmes. Engages with and support WWF-Cambodia staff. Coordinates and interacts with WWF Asia-Pacific Programme Office and WWF International M&E colleagues
- **External** - Liaises regularly with implementing agencies, counterparts, donors. Engages with other organisations on M&E systems and best practices for learning and sharing

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Line Manager : _____ Date: _____

Reviewed & Approved by 2nd Line Manager : _____ Date: _____

Reviewed and Approved HR Manager : _____ Date: _____

Accepted by Staff member : _____ Date: _____