

Terms of Reference (ToR)

Position: Monitoring, Evaluation, Reporting and Learning (MERL) Advisor
Project: Local Governments and Climate Change Project Phase 3 (LGCC-3 Project)
Funded: Green Climate Fund (GCF)
Location: NCDD secretariat and traveling to provinces
Duration: 12 months with renewable

1. Background

The 10-Year National Programs on Sub-National Democratic Development Phase 2 from 2021-2030 (NP2), was designed to implement the Law on the Management of the Capital, Provincial, Municipal, District and Khan Administrations (2008), Law on the Management of the Commune/Sangkat Administrations (2001) and Decentralization and Deconcentration (D&D) policies. The NP2 aimed to enhance the delivery of public services and local development with mainstreaming of gender equality, social equity and inclusiveness and climate change adaptation through establishing the structures and governance systems of sub-national administrations to be modern, autonomous, efficient, transparent, and accountable in providing public services and local development. NP2 is implemented under leadership and management of the National Committee for Sub-National Democratic Development (NCDD) with assistance of NCDD Secretariat (NCDDS) for day-to-day management and implantation of the program.

To achieve the above objective, NP2 identified five key components to be implemented, including (1) Leadership and coordination of reform, (2) Structures and system of sub-national administration, (3) Human resource management and development, (4) Fiscal decentralization and sub-national administration planning and budgeting systems, and (5) Public service delivery and local development.

The Local Governments and Climate Change Phase 3 (LGCC-3 Project) is developed to contribute to the implementation of the NP2 aimed at bolstering the climate resilience of communities through enhancing the capacity of local governments and their communities to access and effectively utilize funding for climate change adaptation investments. The project is funded by Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear including 25 districts under management of the Project Management Unit (PMU).

The local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. This LGCC-3 project seeks to strengthen the capacity of local authorities to integrate climate change adaptation and mitigation into their planning and governance systems. The LGCC-3 Project applies to the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), and results-based management in line with GCF requirements.

The NCDDS will recruit Monitoring, Evaluation, Reporting and Learning Advisor (MERL) to work with the PMU.

2. Objectives of the Position

- Establish and maintain a robust MERL system for the LGCC-3 project.
- Ensure timely and accurate collection, analysis, and reporting of project data.
- Facilitate learning and knowledge-sharing across local governments and stakeholders.
- Strengthen evidence-based decision-making for climate change adaptation and resilience.
- Support tracking of PBCRG performance measures, climate resilience results, and safeguard compliance.

3. Key Responsibilities

Monitoring

- Develop and maintain project monitoring frameworks including indicators, baselines, and targets.
- Track progress of project activities against workplans and results frameworks.
- Conduct regular field visits to verify data and assess implementation quality.
- Support PMU and local governments in establishing community-level monitoring systems.
- Support the development and operationalization of the LGCC-3 results framework, including PBCRG minimum conditions and performance measures.
- Ensure data quality through verification, validation, and consistency checks.
- Consolidate data on beneficiaries, with disaggregation by gender, age, and marginalized groups.

Evaluation

- Assist in designing evaluation studies (baseline, mid-term, end-line, impact assessments).
- Coordinate with external evaluators and ensure availability of required data.
- Document findings and provide recommendations for project improvement.

Reporting

- Prepare periodic progress reports (monthly, quarterly, annual) for PMU, GCF and other relevant stakeholders.
- Ensure compliance with donor reporting requirements and formats.
- Maintain a project database for easy retrieval of information.
- Consolidate reporting on environmental and social safeguards (ESS), gender equality and social inclusion (GESI), Indigenous Peoples (IP), and grievance redress mechanisms (GRM).
- Support knowledge products such as policy briefs, case studies, and success stories.

Learning

- Facilitate learning workshops and reflection sessions with project teams and partners.
- Capture lessons learned and best practices for scaling up.
- Promote knowledge-sharing platforms (online portals, newsletters, communities of practice and other appropriate means).
- Support adaptive management by feeding evidence into decision-making processes.

4. Deliverables

- Comprehensive MERL system, framework and workplans for the project.
- Provide training programs, materials and records of capacity-building sessions.
- Produce baseline, mid-term, and end-line survey reports.
- Prepare quarterly and annual progress reports.
- Produce knowledge products (case studies, lessons learned documents, success stories).
- Provide database of project indicators and results.
- Accessible and auditable dataset of project indicators and results.

5. Qualifications and Experience

- Bachelor's degree in Monitoring & Evaluation, Statistics, Development Studies, Environmental Science, or related field.
- At least 3–5 years of experience in MERL for development or climate change projects.
- Strong knowledge of M&E frameworks (logical framework, results-based management).
- Experience with data collection tools (surveys, focus groups, participatory monitoring).
- Experience with performance-based systems is an advantage.
- Familiarity with GCF or other donor reporting requirements is highly desirable.
- Proficiency in data analysis software (SPSS, STATA, Excel, or similar).
- Excellent report writing skills and ability to communicate complex information clearly.
- Experience working with local governments and community-based organizations is an asset.

- Strong interpersonal and facilitation skills.
- Fluency in English is an asset.

6. Reporting and Supervision

The MERL Advisor will report directly to the Project Manager and work closely with PMU, provincial and district teams, and communities and relevant stakeholders.

7. Ethical Considerations

The MERL Advisor must adhere to principles of transparency, accountability, and confidentiality, and commitment to environmental and social sustainability as well as ensuring compliance with national laws, GCF requirements, and project policies and guidelines. All data collected must be handled responsibly and used solely for project purposes.