

Kingdom of Cambodia  
Nation Religion King

Ministry of Agriculture  
Forestry and Fisheries

Ministry of Education  
Youth and Sport

Royal University of Agriculture

Higher Education Improvement Project (HEIP)

Terms of Reference (ToR) for “**Monitoring and Evaluation Assistant**”

**I. Background**

The HEIP activities are funded by an IDA credit for improving the quality of higher education of Cambodia. The objectives of Higher Education Improvement Project (HEIP) is to improve the quality and relevance of higher education and research mainly in STEM and Agriculture at target higher education institutions, aim to improve governance in the sector. The project is expected to be implemented over a 6-year period, starting July 2019 and ending June 2024. The project comprised of three components:

Component 1: Improving Teaching and Learning in STEM and Agriculture-aims to enhance quality of teaching and learning capacity of targeted HEIs in the fields of science, technology, engineering, mathematics (STEM) and agriculture, while other complementary areas deemed necessary for economic development will also be supported. Component 2: Improving Research in STEM and Agriculture-aims to improve the quality and relevance of research in STEM and Agriculture fields by supporting the targeted HEIs in the development and implementation of research projects that result in peer reviewed publications.

Component 3: Strengthening Sector Governance and Project Management-aims to strengthen the system of higher education sector to produce graduate equipped with transferable skills and knowledge, especially in STEM and Agriculture

**II. Purpose**

The Royal University of Agriculture (RUA) is one of the beneficiary university of the HEIP project. We are now seeking for quality candidate to fulfill the position of “**Monitoring and Evaluation Assistant**” to support project procurement at RUA in implementing the project activities.

**III. Scope of Work**

1. Assist the M&E officer to follow up the implement process with existing M&E Framework
2. Assist M&E officer to organizer regular progress meeting
3. Support M&E officer to prepare monthly, quarterly or annual project reports
4. Support M&E team for disseminating evaluation findings to stakeholders.
5. Join annual work plan and budgeting
6. Communicate and liaise with stakeholder of project within the university
7. Organize M & E related meeting and write report
8. Perform other administrative tasks assigned by M&E officer

**III. Role**

The successful candidate will work under supervision of the HEIP M&E officer of RUA. S/he will work closely with other members of the project in order to smooth implementation.

#### **IV. Location**

The selected candidate is expected to be based at the Royal University of Agriculture. S/he is required to participate occasionally in meeting, training program, if any, organized in province

#### **V. Qualifications and Experience:**

1. Bachelor degree in Management, Agriculture or related fields
2. With one year experience in similar position
3. Proficient in using Microsoft Office
4. Familiar with internet and email
5. Moderate English proficiency
6. Honest and able to work with less supervision
7. Punctual and organized
8. Willing to learn new thing

#### **VI. Term**

The position will start as early as possible, with 3 months' probation, 1 year contract, and possible to be renewed.

Interested applicant should submit:

1. Cover letter
2. Up-to-date CV with two referees
3. Copy of any obtained degrees, and other related certificates
4. At least one recommendation letter from previous working place and/or university

which express specific reference to the ability of candidates to meet the criteria set in the **Terms of Reference**.

All applications should be delivered or sent by email to the address below not later than **21<sup>st</sup> April 2020**

Ms. Nhim Sopheap  
HEIP Project Office,  
Room A03, Ground Floor, Academic Building, Royal University of Agriculture, Sangkat Dangkor, Khan Dangkor,  
Phnom Penh, Cambodia,  
Tel: (855) 23 219 962, (855) 061 467363 E-mail: [heippr@rua.edu.kh](mailto:heippr@rua.edu.kh)  
cc [nsopheap@rua.edu.kh](mailto:nsopheap@rua.edu.kh)

With the subject stated as “**M&E Assistant**”