

## Terms of Reference

**Position(s):** Economic Policy Associate(s) (several positions potentially available)

**Reports to:** Senior Economic Policy Advisor(s)

**Location:** Phnom Penh, Cambodia

**Period of Assignment:** July 2024 – June 2025

**Duration:** 6-12 months (with the possibility of extension)

**Employment type:** Ongoing consultant (full time equivalent preferred, part time also possible)

**Contractual arrangement:** eligible for Cambodian residents/citizens only

### Program Background

Cambodia-Australia Partnership for Resilient Economic Development (CAPRED) or CAPRED Facility, is Australia's flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next five years, with the possibility of three more-year extension. The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain and support the country's economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment that promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components namely (i) Agriculture and Agro-processing; Trade, (ii) Investment and Enterprise Development and (iii) Infrastructure Development; and three cross-cutting sectoral areas (1) Gender Equality, Disability and Social Inclusion (GEDSI); (2) Climate Resilient initiatives, and (3) the Policy Hub. GEDSI is at the heart of all that CAPRED does.

CAPRED (the Policy Hub) is seeking to recruit one or more Economic Policy Associates(s). The selected candidate(s) will be working in close collaboration with CAPRED's technical and cross-cutting teams, Cambodian Government counterparts, Development Partners, and other CAPRED stakeholders.

### Position Summary (Scope of works)

The Economic Policy Associate (the "Associate") will support the Policy Hub to deliver a range of economic and policy research and analysis activities for Cambodian Government counterparts, the private sector, and other stakeholders.

The Associate will work with the Cambodian government and other stakeholders to conduct evidence-based research and analysis on economic development and policy issues in Cambodia. This will involve data analysis and visualization; drafting policy briefs, reports, and presentations; translating research into policy recommendations; and stakeholder coordination and relationship management. The Associate will work under the direction of senior advisers and potentially supervise research assistants.



## Roles and responsibilities

- **Communication:** lead the drafting of technical policy briefs, reports, presentations, and capacity-building materials.
- **Research:** support evidence-based research through data analysis, literature reviews, cross-country comparisons, qualitative research, survey oversight, and other potential methodologies.
- **Data:** conduct data compilation, analysis, and visualisation to inform research, policy dialogue and other activities.
- **Stakeholder engagement:** Build, promote and maintain collaborative relationships with Cambodian Government counterpart, the private sector, policy and research institutes, other civil society, and development partners to support inclusive policy dialogue and CAPRED activities.
- **Program management:** manage activities to ensure deliverables are completed on time, stakeholders are kept informed, and resources are allocated efficiently; monitor progress, update CAPRED management, mitigate risks, and ensure alignment with CAPRED's objectives.
- **Internal support:** Support other teams within CAPRED to integrate improved economic analysis and policy dialogue into their activities.
- **Compliance:** Comply with Cambodia and DFAT's policies, including climate/environmental and safeguards policies and CAPRED operations rules and guidelines. Ensure that stakeholders operate within Cowater and DFAT-related codes of conduct and policies including all inclusion-related policies such as Child Protection and PSEAH; antifraud and corruption; value for money and other policies.
- **Other:** support other program activities as directed by CAPRED Management.

## Selection criteria

- A university degree or equivalent in economics, data science, social studies, public policy, or other relevant field. A relevant postgraduate degree from an international university is highly desirable.
- 5 - 15 years of relevant work experience (multiple positions are available at various levels of seniority).
- Excellent verbal and written communication skills in English, including experience with technical report writing.
- Excellent teamwork skills, as well as an ability to work independently and take initiative to progress activities.
- Excellent critical analysis skills with regard to technical research, program management, and the political economy.



- Strong skills in data analysis and visualization using Microsoft Excel. Familiarity with other data analysis software (such as STATA, R, MATLAB, EViews, etc) is highly desirable. Experience with “big data” is highly desirable (but not required).
- Good understanding of the public policy landscape in Cambodia. Experience working with or for other development partners and the Cambodian Government is highly desirable.

### Other information

- Applications will be reviewed on a rolling basis, so please apply as soon as possible.
- We invite candidates with approximately 5-15 years of experience to apply. The final position(s) can be shaped to fit the seniority and skill set of the selected candidate(s).
- Remuneration of the selected candidate(s) will be based on his/her qualifications, experience, and past performance.
- The position will commence as a 6-12 month consulting contract, with the strong possibility of extension for high performers.
- This position will commence as soon as possible.
- Depending on the candidate, this role can be configured as full-time or part-time (from 11 to 21 working days per month).

**Closing Date:** Applications will be reviewed on a rolling basis so please apply as soon as possible. The application process will close once all positions are filled, or if not, on 30 August 2024.

### How to apply

Please send your cover letter and CV with your name and contact details (phone and email) to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you are applying for in the subject line “Economic Policy Associate”. Preferred candidates will subsequently be asked to provide three professional referees and their expected remuneration.

*Cowater International (managing contractor of CAPRED) is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

*Only shortlisted candidates will be contacted for an interview.*

