**Terms of Reference**

**Position:** G-PSFAnalyst

**Reports to:** Senior International Advisor

**Location:** Phnom Penh, Cambodia

**Period of Assignment:** 6-12 months (with possibility of extension)

**Duration:** April 2025-March 2026 (commencement as soon as possible)

**Employment type:** Full-time consultant

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

**Program Background**

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is Australia’s flagship bilateral economic development facility in Cambodia. Funded by the Department of Foreign Affairs and Trade (DFAT) and implemented by Cowater International, CAPRED focuses on supporting inclusive economic recovery and boosting resilience and sustainability over the next five years from 2022 to 2027. CAPRED adopts a mix of a programmatic and facility model. The facility model allows CAPRED to flexibly tackle a range of emerging inter-related public and private sector constraints. CAPRED identifies opportunities to promote resilient, inclusive, and sustainable growth (RISE) across different sectors.

**Position Summary**

CAPRED supports the Cambodian Government-Private Sector Forum (G-PSF), Cambodia’s key multi-stakeholder platform for fostering dialogue and partnerships between the Royal Government of Cambodia (RGC) and the private sector. Established in 1999 and chaired by the Prime Minister, G-PSF includes 16 Working Groups (WGs) co-chaired by a government minister and a private sector representative. The Council for the Development of Cambodia (CDC) serves as the government secretariat, while the Cambodian Chamber of Commerce (CCC) is the private sector secretariat. Business Membership Organizations (BMOs) also participate in the sector-specific WGs.

CAPRED is hiring a G-PSF Analyst to support the G-PSF Hub. The G-PSF Analyst will work with CAPRED’s G-PSF Hub team under the direction of the Senior International Advisor to provide research, analysis, and monitoring and evaluation (M&E) support. The main objective of the role is to help the G-PSF stakeholders understand the tangible results achieved through the G-PSF mechanism.

Key responsibilities include collecting and analysing data, preparing reports, and generating insights to improve decision-making and processes within the G-PSF framework. The G-PSF Analyst will also produce Position Papers and Scorecards, offering evidence-based analysis to address issues raised within G-PSF discussions. This work will align with the Public-Private Dialogue for Results (PPDR) framework to facilitate effective decision-making.

The G-PSF Analyst will collaborate closely with key stakeholders, including CDC, CCC, RGC ministries and agencies, BMOs, and investors, to drive initiatives that promote economic growth and mutual benefits.

**Roles and Responsibilities**

1. **Technical**

Under the direction of the G-PSF Senior International Advisor and working closely with members of the CAPRED G-PSF Hub and other stakeholders as mentioned above in the position summary, the Analyst will undertake the following tasks:

* Contribute to the monitoring and evaluation framework of G-PSF, sectoral impact assessments and work with internal and external teams to develop projections to guide the process and decision-making.
* Under the supervision of the G-PSF Senior International Advisor, for the purposes of Monitoring & Evaluation (M&E), work with CAPRED M&E team (MERL) to track and adjust key indicators and MERL framework.
* Analyse data such as results, impacts, trends, metrics, and key indicators to identify opportunities and challenges in public-private sector collaboration.
* Prepare detailed analytical reports and dashboards to present insights for G-PSF WGs and G-PSF plenary discussions, and relevant stakeholder meetings.
* Collect data and provide analytical support including research and data driven evidence that will facilitate the decision-making process within the G-PSF mechanism.
* Clean, organize, and maintain datasets for accuracy and accessibility. Ensure timely delivery of data outputs aligned with G-PSF objectives.
* Work with the team and stakeholders to develop or improve G-PSF database(s) to track and update G-PSF WGs and sector-specific database regularly.
* Work with the team and stakeholders to design tools and templates to streamline data collection and analysis across stakeholders.
* Create engaging data visualizations, charts, and graphs for easy comprehension by diverse audiences.
* Present findings during meetings, workshops, and events to support discussions and foster consensus building.
* Identify gaps in existing data collection and reporting processes and recommend improvements.

1. **Stakeholder relationship**

* Works closely with national counterparts to build cooperative relationships and establish CAPRED as an effective partner.
* Work with G-PSF stakeholders to identify analytical and research needs within the G-PSF mechanism.

1. **Compliance**

* Ensure stakeholders will 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.
* Commitment to championing gender, equality, disability, and social inclusion across the Facility (GEDSI) across the Facility including programming.
* Commitment to championing environmental sustainability and climate action across the Facility.

**Qualifications**

* Masters and/or Bachelor’s degree in Data Science, Statistics, Economics, Business Administration, or related field.
* 5-8 years of experience in data analysis, preferably in a policy, research, or public-private collaboration context.
* Proficiency in data analysis tools such as Excel (and other Microsoft Office tools), SQL, Python, R, or other statistical software.
* Experience with data visualisation platforms such as Tableau, Power BI, or similar tools.
* Excellent observation, analytical, organisational, and critical thinking skills. Proven experience in research and projects that have demonstrated impactful results is preferred.
* Understanding of evidence-based research tools utilised by management to identify, resolve, or progress constraints.
* Excellent written and verbal communication skills, with the ability to present data-driven insights effectively. Excellent verbal and written Khmer and English communication skills are essential.
* Strong problem-solving skills and attention to detail.
* Dynamic and proactive quality. Demonstrated knowledge and experience working in rapidly changing and dynamic working environments.
* Demonstrated knowledge and experience in the implementation of Gender, Equality, Disability, and Social Inclusion (GEDSI) principles into programming.
* Demonstrated knowledge and experience with incorporating climate reductions and/or mitigations in programming is preferred.
* Demonstrated ability to work constructively as part of a cohesive team.
* Desirable: a strong understanding of public-private sector dynamics and policy frameworks similar to the G-PSF mechanism.

**Closing Date:** We are seeking the most qualified candidate and therefore do not have a formal application deadline. We encourage interested applicants to submit their applications as soon as possible. We will begin reviewing applications on a rolling basis, starting one to two weeks after this announcement is posted.

**How to apply**

Please send your cover letter and CV​​ with name and contact details (phone and email) of three professional referees with your expected daily rate to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line “G-PSF Analyst”.

*Cowater International 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 applicants shortlisted will be contacted for an interview.