**Terms of Reference**

**Position:** Monitoring, Evaluation, Research and Learning (MERL) Portfolio Manager, CAPRED

**Reports to:** MERL Lead, CAPRED

**Location:** Phnom Penh, Cambodia

**Duration:** Initially one (1) year, with the strong possibility of extension for good performers

**Employment type:** Full time

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

**Remuneration**: Attractive remuneration package commensurate with qualifications and experience in line with CAPRED’s salary scale.

**Program Background**

***Are you a collaborative and driven professional who thrives in a fast-paced environment? Are you eager to grow your expertise and make a meaningful impact in the development sector? Join our dynamic team as a MERL Portfolio Manager, where you'll play a key role in driving evidence-based decision-making and fostering positive change.***

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI), Climate Resilient initiatives, and policy support. and policy support. GEDSI is at the heart of all that CAPRED does.

**Position Summary**

**The Monitoring, Evaluation, Research and Learning (MERL) Portfolio Manager** will be responsible for leading the implementation of CAPRED’s MERL Strategy and System, ensuring robust systems for data collection, analysis, reporting, and knowledge sharing. This role will facilitate evidence-based decision making across portfolios, contributing to adaptive learning and demonstrating program results to stakeholders.

**Roles and Responsibilities**

* **Implement and operationalise MERL strategy:** Lead the operationalisation of CAPRED’s MERL strategy, including the Intervention Guides, key performance indicators, evaluation questions, data collection methods, management, analysis, and reporting.
* **Collaborate across teams:** Work closely with Domain and Cross-Cutting Leads and Investment Managers to track program beneficiaries, measure long-term impact, and support knowledge management and evidence generation for advocacy and policy.
* **Leverage MIS system:** Ensure that all data is captured in real-time through the Management Information System (MIS).
* **Conduct or commission studies:** Oversee evaluative or research studies in collaboration with M&E and/or Research short-term consultants, following the MERL Framework and Plan.
* **Maintain ethical standards:** Ensure that MERL and data collection processes adhere to ethical standards, embedding principles of inclusivity and resilience across all components.
* **Report preparation:** Contribute to the preparation and timely delivery of high-quality reports for DFAT (e.g., six-monthly Progress Reports, Performance Assessment Framework), the Royal Government of Cambodia (RGC), target ministries, the Program Steering Committee, and any external reporting requirements.
* **Support communications and knowledge sharing:** Collaborate with the Communications team to produce quality, accessible communications and knowledge products (e.g., program reports, stories of change) tailored for diverse audiences, including donors, stakeholders, and the public.
* **Facilitate learning events:** Organise and facilitate regular reflection workshops (e.g., portfolio reviews) to promote program learning and adaptation and facilitate events to share ideas and experiences beyond the program.

**Essential**

* Bachelor’s or Master’s degree in social sciences, public policy, evaluation, or a related discipline.
* Minimum of three years of relevant experience in MERL roles, preferably in development contexts.
* Strong expertise in implementing MERL systems, including data management and analysis.
* Proven ability to manage and operationalise monitoring and reporting frameworks.
* Familiarity with GEDSI-sensitive approaches and inclusive MERL practices aligned with the DFAT standards.

**Desirable**

* Proficiency in statistical software (e.g., SPSS) and digital data collection tools (e.g., Kobo, Google and Microsoft Form).
* Experience facilitating capacity development in MERL for teams and stakeholders.
* Demonstrated ability to manage competing priorities and meet tight deadlines.
* Willingness to travel regularly to project sites.

**Closing Date:** Applications will be reviewed on a rolling basis. The application process will close once the position is filled, or if not, at 5 PM Cambodia time on 7 March 2025.

***Please note that applications may be retained in a candidate pool for future hiring needs. Unsuccessful candidates for this position may be considered for future employment opportunities with similar qualifications.***

**How to apply**

Please send your **CV​​ and cover letter** with name and contact details (phone and email) of three professional referees to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line “**MERL Portfolio Manager**”.

**Application Process**

The selection process will consist of two phases.

* In the first phase, shortlisted candidates would have to pass a written test, undergo an interview and participate in a presentation, and engage in a discussion.
* In the second phase, qualified candidates will have discussion with the top management.

*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.*