

Terms of Reference

Position: MERL and GEDSI Deputy Lead and Coordinator (multiple positions)

Reports to: Director of MERL and GEDSI

Location: Phnom Penh, with frequent travel to provinces

Duration: One year, with possibility for extension for high performers

Employment type: Full time

Contractual arrangement: Open to both Cambodian nationals and international applicants with the right to work in Cambodia.

Program Background

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; 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. GEDSI is at the heart of all that CAPRED does.

MERL plays a central role in guiding program adaptation, tracking performance, and generating evidence and learning to inform decision-making across all technical and cross-cutting areas.

Position Summary

We are looking for a **smart, innovative, and proactive** GEDSI and MERL Coordinators / Deputy Leads who thrive in a dynamic environment and are passionate about continuous learning and improvement. This role will be central in coordinating MERL and GEDSI activities across the program, managing a motivated team, and leading creative approaches to monitoring, evaluation, research, and learning. Depending on the skill set of shortlisted applicants, the position may be filled by one individual or split into two separate roles.

If you are someone who enjoys problem-solving, bringing fresh ideas, and working collaboratively to influence positive change, this role offers an excellent opportunity to develop your skills and make a real impact.

ROLES AND RESPONSIBILITIES

Leadership and team coordination:

- Lead and coordinate the MERL and GEDSI team, fostering a creative and supportive environment that encourages new ideas and continuous learning.



- Support and mentor team members, helping build their confidence, skills, and passion for inclusive and effective MERL practices.
- Facilitate cross-team collaboration and knowledge sharing to embed GEDSI and learning across CAPRED's work.
- Represent MERL and GEDSI internally and externally, providing insightful and innovative technical input.

Operational and technical management:

- Continuously exhibit willingness to learn different technical approaches and take constructive feedback.
- Oversee day-to-day MERL and GEDSI operations, ensuring high data quality and timely, relevant monitoring activities.
- Support GEDSI team members in working with technical teams to integrate GEDSI outcomes in creative ways.
- Analyse data thoughtfully to uncover trends, challenges, and opportunities, supporting adaptive management and inclusive programming.
- Lead engaging learning events and reflection sessions that inspire teams to innovate and improve.
- Prepare clear, insightful reports and presentations that communicate findings and lessons learned in accessible ways.

Compliance:

- Ensure all MERL activities align with DFAT and Cowater policies and procedures, including ethics, safeguarding, data privacy, and value for money.
- Champion integration of GEDSI and climate resilience in MERL practices.
- Maintain accurate information and audit trails for data quality assurance and compliance.
- Commitment to championing environmental sustainability and climate action across the Facility.

Stakeholder relationships:

- Respond to information requests and support knowledge dissemination to internal and external stakeholders.

WHO ARE WE LOOKING FOR?

- A **quick learner** with strong intellectual curiosity and a passion for development, inclusion, and evidence-based programming.
- Creative **thinker** who enjoys experimenting with new ideas and approaches to improve monitoring, evaluation, and learning.
- Proven **ability to coordinate and lead teams** with clarity, inspiring collaboration and innovation.
- **Genuine interest in MERL principles and GEDSI integration** and willingness to learn and apply the knowledge daily.



- **Excellent communication skills** — you can explain complex ideas simply and engage diverse audiences.
- Detail-oriented and organised, able **to manage multiple tasks** with a proactive and solution-focused mindset.
- **Comfortable with uncertainty and complexity**, ready to adapt, decide, and grow in a fast-paced environment.

SELECTION CRITERIA - ESSENTIAL

- Formal education in social sciences, development studies, research, journalism, or related fields is helpful but **not mandatory**. If you have a strong willingness to learn and grow, we encourage you to apply. Curiosity and humility are more important than formal qualifications.
- A positive, respectful, and collaborative attitude — we want team players who communicate openly.
- A genuine commitment to continual learning, especially related to GEDSI principles, and enthusiasm for advancing inclusive and gender-responsive MERL approaches.
- Decent understanding of MERL and GEDSI integration.
- Ability to work thoughtfully with data and communicate clearly with diverse teams.
- Fluency in Khmer and English (spoken and written).

DESIRABLE

- Experience in MERL, research, or data analysis roles within development contexts, ideally with exposure to gender, disability, and social inclusion themes.
- Familiarity with digital data collection and management tools (e.g., KoboToolbox, Google Forms) and data analysis such as SPSS and Microsoft Excel.
- Understanding of or strong interest in gender-responsive, disability-inclusive, and socially-inclusive evaluation methodologies and practices.
- Ability to write clear, concise summaries and contribute to reports, dashboards, or data visualisations that highlight GEDSI-related insights.
- Willingness and flexibility to frequently travel to project sites for field monitoring and on-the-ground support, with sensitivity to diverse cultural and social contexts.

CLOSING DATE: Applications will be reviewed on a rolling basis. The application process will close once the position is filled, but not before 15 August 2025, 5 PM Cambodia time.

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 mentioning the position you apply for in the subject line **“MERL and GEDSI Deputy Lead and Coordinator”**.

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.

