

American Soybean Association (ASA)

World Initiative for Soy in Human Health (WISHH)

Commercialization of Aquaculture for Sustainable Trade (CAST) Cambodia

Monitoring & Evaluation Manager (MEM) Job Description

Introduction

Commercialization of Aquaculture for Sustainable Trade (CAST) Cambodia will increase domestic aquaculture productivity and capacity to build domestic demand and capture at least 25% of growth for Cambodia-grown, quality-assured fish that achieve price premiums in the marketplace. This foundation will catalyze Cambodian aquaculture on a path toward larger market share capture in existing and future domestic and regional premium markets that will increase net incomes for sector stakeholders throughout the value chain. CAST's theory of change is premised on the idea that aquaculture SMEs are best placed to drive commercial growth in the aquaculture sector – both to produce a consistent supply of quality fish and to drive market demand for quality-assured inputs and support services. CAST's ten activities will address five overarching challenges: (1) low productivity of commercial aquaculture operations; (2) lack of high-quality inputs (such as feed and seed) in the marketplace; (3) weak market linkages for quality Cambodian-sourced fish; (4) underdeveloped small and medium enterprises in aquaculture and supporting industries; and (5) weak supporting policy environment. The activity design reflects a facilitative approach and four key levers of change: (1) improved market linkages for accessible affordable inputs and better access to premium markets, (2) knowledge platforms to improve access to information and support decisions throughout the value chain, (3) collective action to improve transactional efficiencies and market access, and, (4) improved enabling environments via a strong private sector-driven approach that leverages public-private partnerships. CAST is led by the American Soybean Association's (ASA) World Initiative for Soy in Human Health program (WISHH) in partnership with Auburn University, Kansas State University and World Vision.

Job Description

Summary: The M&E Manager (MEM) is responsible for the overall administration of M&E related functions connected to ASA's United States Department of Agriculture (USDA) funded CAST Cambodia Food for Progress project. The MEM will provide technical direction for the AMPLIFIES M&E systems, processes, analysis and reporting. The MEM will be responsible for maintaining supervising the work of the project's Management Information Systems (MIS) Specialist and Field Monitoring Officers (FMO). They will work with the MIS Specialist to develop and administer data collection instruments and maintain the data management systems used to track M&E indicators. The MEM will contribute to staff training and mentoring in areas of evaluation, data collection and analysis and other project-level M&E related deliverables. The MEM will work closely with the staff and partners in the field. The position operates from the

project's office in Phnom Penh, Cambodia but frequent travel including overnight stays away from home will be required. This position requires the ability to lift 50 pounds.

Reporting to the Director of M&E, the MEM will have the following responsibilities and qualifications:

Responsibilities

1. Guide the project's overall monitoring and evaluation framework and assist with the implementation of project-specific activities.
2. Closely communicate with all parties involved in the M&E design, implementation and coordination, project and partner M&E staff, representatives from primary stakeholder groups, external consultants, and project leadership at ASA/WISHH.
3. Regularly monitor the degree to which project results have been achieved, utilizing the project's Performance Monitoring Plan, program indicators and other documents/systems.
4. Provide supervision to the project's MIS Specialist and Field Monitoring Officers (FMOs) and ensure that assigned activities are completed in accordance to strict deadlines and in compliance with USDA and ASA/WISHH regulations.
5. Lead the on-going development and refinement of the project's M&E system and tools to help enable staff and partners to collect, aggregate, and analyze data.
6. Oversee the design and implementation of quantitative and qualitative data collection and work with staff to ensure that data collection tools are collecting all the necessary information to respond to standard performance indicators.
7. Support the review and completion process for all project documents.
8. Maintain all M&E files and substantiating information on the project's shared drive and ensure that key documents can be easily accessible by team members, external evaluators, and auditor.
9. Coordinate the collection and compilation of information on annual and life of project indicators and ensure that all M&E staff and partners understand the connection between routine and non-routine monitoring efforts and the project's output and outcome indicators.
10. Along with the Director of M&E, coach, train, and mentor M&E Specialist and FMOs with the aim of strengthening their technical capacity and project management skills.
11. Utilize technology to increase M&E efficiency and accuracy, building partner capacity for technology as needed.
12. Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
13. Organize and conduct field visits to ensure the quality of data collected by staff and partners and to oversee the process of data verification tasks.
14. Assess the organizational and performance gaps within the different programs and report on corrective actions to be taken by program staff.
15. Ensure that monitoring data collected at the field level is regularly and accurately verified before reporting and uploading performance indicator data into FAIS.
16. Develop guidelines, templates and procedures for monitoring and reporting across activities and partners.
17. Consolidate, critically analyze and report on program data to support internal learning and improvement.
18. Seek opportunities to collaborate on, develop and integrate innovative technology solutions for program M&E and implementation.

19. Perform other duties as necessary to support the implementation of activities.
20. Other relevant tasks as assigned by the Director of M&E.

The MEM will work closely with CAST's Deputy Chief of Party (DCOP) Program Operations Lead also to be based in Phnom Penh. The DCOP will oversee the administrative duties of the MEM and provide guidance and support in operationalizing CAST's M&E Plan and monthly M&E work plan.

Qualifications

1. Undergraduate degree in international development, economics, agriculture, or other relevant discipline required. Graduate degree preferred.
2. Minimum 8 years of project management or program evaluation experience.
3. Experience using SPSS, STATA, ODK Collect, qualitative data analysis (QDA) software (e.g., ATLAS.ti, NVivo, Dedoose), and ArcGIS or similar is preferred.
4. Ability to develop and maintain effective relationships with internal and external staff and stakeholders.
5. Strong leadership skills and the ability to motivate others to meet and exceed expectations.
6. Experience developing and managing relational databases (e.g., MySQL) and proficiency using cloud computing services (e.g., Amazon Web Services, Google Cloud Console) is preferred.
7. Previous experience training and leading data collection staff.
8. Demonstrated ability to work with large quantities of data and convert it into understandable results.
9. High level of proficiency in Microsoft Suite (e.g., Word, Excel, PowerPoint).
10. An understanding of the aquaculture sector in Cambodia is preferred.
11. Strong knowledge of data quality assurance, analysis and reporting.
12. Fluency in spoken and written English is required.

TO APPLY: send cover letter and resume to wishh@soy.org by 5pm ICT on Monday, March 11th, 2019. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please write "CAST Cambodia MEM – [insert full name]" in the subject line. No telephone inquiries, please. Finalists will be contacted.

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