

**Ministry of Health  
National Center for HIV/AIDS, Dermatology and STD (NCHADS)  
The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) – Round 7**

**Terms Of Reference**

***Position Title: International M&E Technical Assistant***

In consultation with PR Senior Management Team, an International Advisor for Monitoring and Evaluation performs the following key functions:

1. Facilitate the development and finalization of M&E plans (separate for each SR and overall one for the PR) for the PGA for the HIV component;
2. Assist in the harmonization of GFATM program indicators with national, regional and international M&E frameworks and indicators as may be required;
3. Assist in the assessment of the SRs M&E capacity for GFATM Round 7 using appropriate tools and methodology and recommend actions to address gaps, if any;
4. Conduct training for the SRs of Round 7 on the use of formats and guidelines and provide regular training and support to SRs as needed;
5. Work as a member of the PR/M&E team to manage information system, computer programming, supervision, quality assurance etc) including on the job mentoring.
6. Develop the annual of the transformation of Knowledge/skills plan to PR/M&E Team;
7. Assist in the ongoing field and desk monitoring and supervision of the program activities of SRs;
8. Assist PR Senior Management Team in identification/resolution of the implementation problems and bottlenecks;
9. Facilitate quarterly reviews, annual conferences and workshops held to share lessons learnt;
10. Assist with preparation, drafting and finalizing of periodic and annual reports to be submitted to the GFATM (through LFA), and the CCC;
11. Facilitate the drafting of ToRs for baseline, mid-term and end of the program evaluations for each of PGA and future program grants;
12. Report regularly to PR Senior Management team of the progress of the work related to M&E and any obstacles identified;
13. Advise the PR/M&E team on any technical aspects of the program implementation and make sure that the capacity of M&E team members are built;
14. Attend a regular PR team members and/or NCHADS' staff meeting if it is required, to ensure the good coordination, collaboration, sharing information, and solving the cross-cutting issues.
15. Any other tasks that may be assigned by PR Senior Management Team for the overall management, supervision, Monitoring and Evaluation of the implementation of the PGAs and MoAs between PR and SRs.

**Requirements and Qualifications**

**Education**

Master Degree in Public Health

**Work Experience**

- At least 5 years experience in the development and implementation of monitoring and evaluation systems;
- Experience in managing M&E of the Global Fund Grant is preferable;
- Broad knowledge and experience in preventing and managing HIV/AIDS Program;

**Languages**

Excellent communication and negotiation skills in English, and excellent computer skills (Word, Excel, Power Point, Quick Book...ect)

**Duration of Assignment**

This assignment is for 18 months with possibility of extension.

**How to apply**

Interested candidates must submit CV and cover letter specifying the position applied for, attention to Dr. Mean Chhi Vun, PR Director, GFATM Round 7, NCHADS, No. 246H, Street 6A, Phum Kean Klang, Sangkat Prek Leap, Khan Russey Keo, Phnom Penh, Cambodia.

Should you wish to submit via email, please send to Mr. Chea Ratana at [chearatana@nchads.org](mailto:chearatana@nchads.org) by specifying the position applied for in the subject line.

Deadline for submitting application is **11 December 2009 at 4.00PM**. Application received after the deadline will not be considered. **Only short-listed candidates will be notified.**