

## Terms of Reference

<b>Position Title</b>	External Evaluator
<b>Project</b>	'Sithi project'—Information Sharing for Evidence-Based Research, Dialogue and Advocacy to Improve Respect for Human Rights in Cambodia
<b>Location</b>	Phnom Penh Office
<b>Duration</b>	4 Weeks in Between August and September 2011

### 1. Project Background Information

The Sithi Project is a Cambodian Center for Human Rights ("CCHR") facilitated project aimed at further developing and implementing collaborative and decentralized approaches to monitoring, documentation and information sharing as a basis for more detailed research and analysis and more sophisticated evidence based dialogue and advocacy to bring about an improvement in the situation of human rights – particularly civil and political rights – in Cambodia". The Sithi project started in October 2010, and currently has funding up until to September 2013. Each year the project needs to be reviewed by an external evaluator. It is envisaged that the review will take a maximum of four weeks. Findings from the project evaluation are intended to provide guidance on what has worked well, and areas for further development for the 2011 – 2012 implementation year.

### 2. Purpose of Evaluator

The role of the evaluator is to review CCHR's performance in regards to its implementation of the Sithi Project's objectives for the first year - 'October 2010 to 30 September 2011'.

The purpose of the evaluation is to:

1. To examine if the project infrastructure, including the Sithi web portal, to assess if it is robust enough to support project activities
2. To assess what have been achieved against predetermined objectives
3. To pinpoint what had worked well and why, and identify areas for improvement
4. To identify developments that would make the Sithi project more effective

### 3. Methodology

The methodology for this evaluation will include the following components:

- CSO Assessment through documentation review and analysis
- Key Informant Interviews: Individual and focus group discussions with key stakeholders inside and outside of CCHR in accordance with finding from literature review
- The review and analysis of the portal, [www.sithi.org](http://www.sithi.org)

### 4. Scope of Work of External Evaluator:

Requirements are as follows for a total of 20 consultancy days:

- The evaluator will undertake a review of the project's first year of implementation.

- The evaluator should produce an outline of the steps they will take to conduct the evaluation in the allocated time, including a timeframe – refer to application process below.

#### **5. Expected deliverables:**

- A 2 page executive summary in English and Khmer
- Between 15 – 25 page report – including introduction, methodology, key findings and recommendations, in English
- PowerPoint presentation that will be presented to the Management Committee and project team, in English

#### **6. Evaluator Competencies**

- Experience in program development review, or CSO Assessment
- Good understanding of capacity building of communities of interest, community based organizations, civil society based organizations and other human rights based NGOs
- Good understanding of on online (web based) knowledge sharing portals to support and promote advocacy
- Excellent English written and oral communication skills – all project documentation are in English, and all deliverables must be produced in English, with the exception of the executive summary that will need to be translated into Khmer

#### **7. Applications Process**

- Interested candidates are requested to submit applications by the **5 August 2011 at 5.00 pm** deadline.
- Applications should consist of:
  1. CVs (maximum 3 pages)
  2. Cover letter (maximum 1 page) - applications should emphasize demonstrable success against the competencies required
  3. One page summary outlining the proposed method for undertaking project evaluation within the allocated time and attached with Budget Plan.
- All applications should be sent to: [vacancy@cchrcambodia.org](mailto:vacancy@cchrcambodia.org) or by hard copy to our Phnom Penh Office, CCHR: N 798, St 99, Sangkat Boeung Trabek Khan Chamkarmorn, P.O.Box 2515, Phnom Penh, Cambodia. Phone: (855) 23 726 901.