



Royal Government of Cambodia
Council for the Development of Cambodia
Cambodian Rehabilitation and Development Board

Terms of Reference

I. Position Information

Duty Station	CRDB/CDC, Phnom Penh
Title	Aid Quality Assurance Officer
Department	Policy and Development Assistance Coordination Department
Duration	3-Month Probation, with Possible Extension of 1 Year (Annual Renewal)
Reports to	Department Director and Deputy Director

II. About Cambodian Rehabilitation and Development Board (CRDB)

Cambodian Rehabilitation and Development Board (CRDB), as mandated in Sub-Decree No. 60 ANK BK, dated April 5, 2016 is an operational arm of Council for the Development of Cambodia (CDC) and the Etat-Major of the Royal Government of Cambodia (RGC) that mobilizes, manages, and coordinates the official development assistance (ODA) with the line ministries and agencies, development partners, and non-governmental organizations (NGOs).

To successfully achieve the mandate with which aligns the Rectangular Strategy (RS) and the National Strategic Development Plan (NSDP) i.e., the CRDB/CDC is designated as the RGC's secretariat to lead the formulation and implementation of the Development Cooperation and Partnerships Strategy (DCPS) 2019-2023 with the organizational structure, be led by a director and deputy directors, as follows:

- Administration Department
- Aid Coordination with Asia, Pacific, and Oceania Countries Department
- Bilateral Development Assistance Management with European Countries, European Union (EU), and America Department
- Information Management Department
- International Financial Institutes (IFIs) Department
- Development Assistance Management with United Nations Development Programmes and System Department
- Non-Governmental Organizations (NGOs) Coordination Department
- Policy and Development Assistance Coordination Department

III. Key Responsibilities

Under the technical guidance and direct supervision of department director, **Aid Quality Assurance Officer** will serve as the focal point of Policy and Development Assistance Coordination Department who assumes primary responsibilities within the scopes of policy conduct, coordination, and support, including:

- Conduct research into the changing, parallel contexts and trends of development cooperation and partnership for new ODA database features
- Collaborate with Information Management Department on annual and related ODA reports and visualization (chart, table, etc.)
- Provide ODA database of climate change to the National Committee on Sustainable Development (NCSD), Ministry of Environment (MoE)
- Involve in meetings on national planning [NSDP and Cambodian Sustainable Development Goals (CSDGs)] and relevant sectoral policies
- Act as a supporting staff of Climate Change and Partnership and Harmonization Technical Working Groups (TWGs)

IV. Shared Responsibilities

As essential inasmuch as Key Responsibilities, **Aid Quality Assurance Officer** is obliged to assist the CRDB/CDC management and line departments in other technical assignments along with the incumbents of Policy and Development Assistance Coordination Department:

- Conduct basic research into Least Developed Countries (LDC)
- Aid RGC's national policies formulation and mid-term review
- Assist in DCPS formulation, implementation, and monitoring and evaluation
- Partake in Joint Monitoring Indicators (JMIs) preparation and assessment
- Participate in Development Cooperation and Partnership Report (DCPR) writing
- Cooperate in DCPS, ODA manual, and DCPR dissemination
- Aid CRDB ODA training for development partners' focal point
- Provide inputs to development partners' and NGOs' partnership support strategies
- Involve in dialogues with line ministries, development partners, NGOs, and TWGs
- Facilitate four quarterly CRDB/CDC staff seminars on development agenda per year
- Prepare department work plan, not to mention work progress
- Involve in global events, seminars, and trainings
- Prepare Khmer and English official letters
- Perform other important tasks assigned by the CRDB/CDC management

V. Essential Qualifications

- At least a bachelor's degree in Business Administration, Economics, International Relations, Public Administration, or any relevant field of study from recognized universities
- At least one-year work experience of development projects coordination with national priorities
- Demonstrate understanding of Cambodia's development cooperation and partnership contexts
- Possess intellectual ability in development assistance trends analysis and conceptualization
- Have academic ability in data collection and constructing hypothesis
- Be proactive, proposing recommendations on assignments
- Receptive, sociable interpersonal skills
- Computer proficiency in Microsoft Office
- Fluency in Khmer and English language

Note: Qualified women are highly encouraged to apply.