

TERMS OF REFERENCE FOR MONITORING AND EVALUATION OFFICER (M&EO)

A. INTRODUCTION

1. Project number: P159215	2. Organization name: Ministry of Labor and Social Protection
3. Project name: Mongolia Employment Support Project	3.1. Position: Monitoring and Evaluation Officer (M&EO)
4. Contract duration: Beginning: October 2017 End: October 2018	4.1 This position reports to: Project Coordinator
5. Project Background: The Mongolia Employment Support Project aims to provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities. The project consists of three components. Component 1 supports a comprehensive realignment of the current public employment service system to serve greater numbers of employers and jobseekers in a more client-driven service, with greater collaboration with private intermediation services. Component 2 strengthens the design, relevance, and demand orientation of select active labor market programs. Component 3 improves the quality of and access to labor market reporting and analysis to help institutional and non-institutional clients make more informed decisions and provides support for strengthening M&E and project management.	

B. FUNCTIONS

Key duties:	<p>1. The Monitoring and Evaluation Officer (M&EO) will be responsible for the planning, coordination and implementation of all project monitoring and evaluation activities; and for ensuring the quality and adequacy of the project monitoring for achieving the Project Development Objectives.</p> <p>2. The M&EO will act as the main coordinator for the effective implementation of the Environmental Social Management Framework.</p>
Responsibilities and tasks to be performed within the key duty 1:	
<ul style="list-style-type: none"> - Leading the planning and coordination of the regular and systemic monitoring of the project's overall progress in achieving the intermediate results indicators and the Project Development Objectives (PDO); - Supporting the relevant agencies in improving their existing monitoring and reporting systems so that the project results indicators can be adequately monitored; - Preparing regular project monitoring reports as required, in collaboration with other Project Implementation Unit (PIU) staff, identifying potential implementation risks in achieving the PDO, and proactively proposing potential solutions; - Supporting the Project Coordinator in planning and commissioning the project mid-term review, communicating the review's results and undertaking follow-up actions; - Guiding and supporting the PIU staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of project activities; - Supporting and supervising the evaluation of the impact of select project interventions; - Cooperating with beneficiaries and stakeholders to ensure high quality project monitoring; - Assisting with the translation of relevant documents and their dissemination; - Properly filing and maintaining all M&E documents; - Performing any other tasks as reasonably assigned by the Project Coordinator. 	
Responsibilities and tasks to be performed within the key duty 2:	

- Collaborating with and supporting the relevant PIU and MLSP staff in the conduct of communication and awareness building activities on the environmental and social safeguard policies;
- Monitoring the practical application of the “Environmental and Social Management Framework” and identifying potential risks and implications for the adherence of the safeguard policies;

C.REQUIREMENTS

Education	A master’s degree in labor studies, social protection or a related field.
Work Experience & Skills	<ul style="list-style-type: none"> ▪ At least 3 years of direct relevant professional experience in project management in the areas of employment, social protection or a related field; ▪ Proven skills in research and data analysis; ▪ Knowledge of M&E principles in public organization as well as international organizations. ▪ Experience with implementing or monitoring environmental or social safeguards would be an advantage.
Language skills	High proficiency in spoken and written Mongolian and English
Computer literacy	High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills
Other	<ul style="list-style-type: none"> ▪ High professional and personal integrity; ▪ Excellent communication and interpersonal skills; ▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies; ▪ Ability to work both independently and collaboratively in a team; ▪ Organizational skills and the ability to concurrently handle multiple assignments.

D. CONTRACT DURATION

The initial duration of the consultancy service rendered will **12 months** with a probationary period of **3 months**. The contract will be extendable on an annual basis subject to satisfactory performance.