

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

A. INTRODUCTION

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| 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: Feb2020 End: Sep2021 | 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

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| 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

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| 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.