

## 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: <b>Monitoring and Evaluation Officer (M&amp;EO)</b>
4. Contract duration: Beginning: Feb .....2020 End: Sep .....2021	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&amp;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&amp;EO will act as the main coordinator for the effective implementation of the Environmental Social Management Framework.</p>
<b>Responsibilities and tasks to be performed within the key duty 1:</b>	
<ul style="list-style-type: none"> <li>- 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);</li> <li>- Supporting the relevant agencies in improving their existing monitoring and reporting systems so that the project results indicators can be adequately monitored;</li> <li>- 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;</li> <li>- Supporting the Project Coordinator in planning and commissioning the project mid-term review, communicating the review's results and undertaking follow-up actions;</li> <li>- Guiding and supporting the PIU staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of project activities;</li> <li>- Supporting and supervising the evaluation of the impact of select project interventions;</li> <li>- Cooperating with beneficiaries and stakeholders to ensure high quality project monitoring;</li> <li>- Assisting with the translation of relevant documents and their dissemination;</li> <li>- Properly filing and maintaining all M&amp;E documents;</li> <li>- Performing any other tasks as reasonably assigned by the Project Coordinator.</li> </ul>	
<b>Responsibilities and tasks to be performed within the key duty 2:</b>	

- 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"> <li>▪ At least 3 years of direct relevant professional experience in project management in the areas of employment, social protection or a related field;</li> <li>▪ Proven skills in research and data analysis;</li> <li>▪ Knowledge of M&amp;E principles in public organization as well as international organizations.</li> <li>▪ Experience with implementing or monitoring environmental or social safeguards would be an advantage.</li> </ul>
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"> <li>▪ High professional and personal integrity;</li> <li>▪ Excellent communication and interpersonal skills;</li> <li>▪ Ability to collaborate effectively with diverse stakeholders and implementing agencies;</li> <li>▪ Ability to work both independently and collaboratively in a team;</li> <li>▪ Organizational skills and the ability to concurrently handle multiple assignments.</li> </ul>

**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.