



## VACANCY ANNOUNCEMENT FOR MONITORING AND EVALUATION SPECIALIST

(National, 5 person-months, intermittent)

The Government of Mongolia with the support from the Asian Development Bank (ADB) is implementing the L3936-MON: Developing the Economic Cooperation Zone (DECZ) Project for Mongolia. The objectives of the Project is to diversify Mongolia's economy, integrate it into regional and global value chains, and increase employment opportunities for the country's people. More information about the project can be obtained from <https://www.adb.org/projects/51410-001/main>. The executing agency (EA) is the Ministry of Economy and Development of Mongolia (MED) and the implementing agencies (IA) are the Ministry of Construction and Urban Development and the Zamyn-Uud Free Zone Governor's office (ZUFZGO). The project will generate economic and employment activities in Zamyn-Uud through (i) construction and operation of infrastructure and facilities in the free zone, (ii) promotion of sustainable operations and management of the free zone, and (iii) establishment of a port of entry system within the free zone. The project intends to recruit Monitoring and Evaluation Specialist (national consultant) to work for the Project Implementation Unit (PIU) on intermittent basis.

The Monitoring and Evaluation Specialist will be performing monitoring the implementation of the project throughout the life of the project in accordance with ADB monitoring guidelines and relevant government procedures. He/she will report to the Project Director through the PIU Project Coordinator. The consultant will work with the PIU to ensure the Project's (i) performance targets/outputs are met, (ii) loan covenants are complied with; and (iii) environment, social safeguards and gender dimensions guidelines are enforced.

A national consultant with knowledge of local context and language is deemed more suitable on an intermittent basis for a total engagement period of 5 months during the Project implementation. The budget will be at cost and to be provided in accordance with government regulations and agreed with the PIU.

### Detailed Tasks:

Specific tasks include, but may not be limited to:

- (i) Monitor the project schedules for all the contracts signed by the executing and implementing agencies, including planned activities and deliverables monitoring; and assess and identify potential or actual delays and related reporting/escalations to the stakeholders;
- (ii) Develop Project Performance Implementation Management Plan (PPIMP) for project monitoring activities;
- (iii) Monitor project activities in accordance with the PPIMP schedule and the annual action plan and prepare quarterly and annual physical progress reports in collaboration with PIU staff (particularly, the Project Coordinator, Procurement Specialist, Financial Management Specialist);
- (iv) Monitor implementation of ADB's Environmental and Social Safeguards System (ESMS) working closely with PIU environment and social safeguard specialists and ADB project team;
- (v) Work closely with the PIU Social Safeguards and Gender Development Specialists in preparing and monitoring GAP data collection and submission to ADB's Gender Monitoring site;
- (vi) Support executing and implementing agencies, through the PIU, in preparing (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) six-monthly and/or annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues, risks and actions or solutions taken to address them; and (iii) project completion report within 6 months of physical completion of the project.
- (vii) Support project review meetings for the implementing agencies and those as may be organized by ADB;
- (viii) Conduct capacity building activities on ADB's monitoring and evaluation requirements;
- (ix) Report bottlenecks and problems that affect smooth implementation of project activities and suggest corrective actions and measures including proposed updates to the Project Administration Manual; and
- (x) Undertake other relevant work needed by the PIU.

**Reporting Requirements:**

- Annual progress report;
- Quarterly progress reports;
- Any other reports and documents.

**Minimum Qualification Requirements:**

- (i) Master's degree or higher in project management, public administration, business administration or a relevant discipline;
- (ii) Minimum of 7 years' experience in project management; sound knowledge on monitoring and evaluation;
- (iii) Experience working for projects financed by ADB and other multilateral donors; and
- (iv) Strong oral and written Mongolian and English proficiency.

**Interested consultants should send their expression of interest by 23:59, 23 July 2023 through the CMS system links listed below.**

[https://selfservice.adb.org/OA\\_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=190031](https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=190031)