

JOB DESCRIPTION

Monitoring and Evaluation Specialist

I. Objective and Purpose of Assignment

The Deputy Prime Minister's Office (the Executing Agency) with Zamyn-Uud Free Zone Governor's Office and Ministry of Construction and Urban Development (Implementing Agencies) are implementing the Developing the Economic Cooperation Zone Project financed by Asian Development Bank (ADB).

The Executing Agency is now seeking to hire a Monitoring and Evaluation Specialist for the project and inviting qualified candidates to apply. The Monitoring and Evaluation Specialist will be a full-time staff of the Project Implementation Unit (PIU) based in Ulaanbaatar, providing support to ensure and smooth implementation of the project focusing on the project monitoring evaluation and reporting. The Monitoring and Evaluation Specialist will be contracted for until loan expiration, as per the Finance Minister order #4 dated 11 January 2021.

II. Scope of Work

The main duties and responsibilities of the Monitoring and Evaluation Specialist will include the following tasks but s/he is expected to perform any other tasks in the areas of responsibilities as deemed necessary. S/he will perform the assigned tasks under the direct supervision and guidance of the Project Coordinator.

III. Detailed Tasks and/or Expected Output

- (i) Monitor the project schedules for all the contracts signed by the executing and implementing agencies, including planned activities and deliverables monitoring; assess and identify potential or actual delays and related report to the stakeholders;
- (ii) Develop Project Performance Management System (PPMS) for monitoring the project activities and update the Design Monitoring Framework (DMF) indicators when required;
- (iii) Develop KPI for consulting service, civil works and goods contracts, and closely monitor whether the contractor is fulfilling the provisions of the relevant contract.
- (iv) Monitor project activities in accordance with the PPMS 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, and Civil and Infrastructure Engineer);
- (v) Monitor implementation of ADB's Environmental and Social Safeguards System (ESMS) working closely with PIU environment and social safeguard specialists and ADB project team
- (vi) Work closely with the consulting firm and consultants of Environmental Safeguards Specialist and Gender Development Specialist to monitor GAP data collection and submission to ADB's Gender Monitoring site;
- (vii) 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 outputs as measured through the DMF indicator's performance targets, (b) key implementation issues, and risks the actions or solutions taken to address them; and (iii) project completion report within 6 months of physical completion of the project.
- (viii) Prepare required project documents for the quarterly portfolio review meetings and review missions for the implementing agencies and those that may be organized by ADB;
- (ix) Conduct capacity building activities for EA, IA staffs and PIU on ADB's monitoring and evaluation requirements;

- (x) Consolidate issues to be discussed at the Project Steering Committee meetings, prepare meeting guidelines, consolidate meeting materials, formalize minutes and decisions, enter formalized decisions into the ODAMIS and PIMIS systems, and ensure the implementation of decisions made at the PSC meetings.
- (xi) Prepare the required information on the project's goals and scope in accordance with the Mongolian government's short, medium, and long-term policy documents.
- (xii) Perform duties outlined in applicable laws, rules, and regulations pertaining to the project monitoring and assessment.
- (xiii) Report bottlenecks and problems that affect the smooth implementation of project activities and suggest corrective actions and measures, including proposed updates to the Project Administration Manual, and
- (xiv) Undertake other relevant tasks assigned by the project Director and the Coordinator PIU.

IV. Minimum qualification requirement

- (i) Master's degree or higher in project management, public administration, business administration or a relevant discipline;
- (ii) Minimum of 10 years of general professional experience, including at least 7 years of relevant experience in project management;
- (iii) Strong knowledge and hands-on experience in project monitoring and evaluation;
- (iv) Experience working on projects financed by ADB and other multilateral development organizations;
- (v) Excellent oral and written proficiency both Mongolian and English.
- (vi) Well-developed analytical and problem-solving skills, including the ability to formulate recommendations, and
- (vii) Demonstrated capacity to work both independently and in a team environment.

REQUIRED DOCUMENTS FOR ALL CANDIDATES:

- I. Cover letter in English
- II. Curriculum Vitae in English (ADB Format)
- III. Copies of diploma(s) and certificate(s) with English translation
- IV. Reference letters from at least three past employers with English translation