

JOB DESCRIPTION

Position title:	Monitoring and Evaluation (M&E) Specialist
Immediate Supervisor:	Project Director
Second Level Supervisor:	Mayor Advisor

Scope of the job: The M&E specialist will be responsible for establishing and maintaining a web based project performance monitoring system (PPMS) for the SUDIP T1. He/she will also develop and monitor quality assurance plan for the project, maintain records, evaluate and report the implementation progress of the SUDIP T1 project. He/She will assist in preparation of Periodic Financial Requests (PFR) for subsequent tranches, if needed. He/she prepares reports to the Project Director on a monthly and quarterly basis. He/she serves as liaison between the M&E team of PMIC, the Municipality, the EA, the National State Statistics Service and ADB and develops and maintains direct relationships with government authorities.

Responsibilities of the M&E Specialist:

1. Overall performance monitoring of the SUDIP T1 project in preparation of Periodic Financial Requests (PFR) for subsequent tranches:

- Monitor project performance in accordance with the ADB  Project Performance and Monitoring System Handbook.
- Support the PMIC to develop and maintain web based PPMS and strategy, including data-collection, data-analysis and reporting systems;
- Assists in preparation of Periodic Financial Requests (PFR), in particular the design monitoring frameworks, for subsequent tranches, if needed.
- Carry out other related tasks and responsibilities as requested by the Project Director and/or prescribed in the Loan and Project Agreements and other project documents.

2. Specific Activities

- Coordinate baseline data collection for all performance targets, including the design of surveys by the PMIC. Provide early review of the baseline report to ensure quality output. Ensure that statistics and findings are disaggregated by gender;
- Coordinate the installation of the web-based PPMS with the PMU staff and the Municipality and ADB;
- Ensure that the PPMS is modified and updated as improved information becomes available (updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on poverty and socio-economic indicators);
- Coordinate with the PMIC the development and monitoring of quality assurance plan for the project,
- With the assistance of the PMIC, develop a project website to disclose information on the status of the project implementation with key indicators

- Review performance targets set in the Design and Monitoring Framework (DMF) as the project progresses on a monthly basis through implementation particularly at the project mid-term and completion stages;
- Collect data quarterly and monitor key poverty and socioeconomic indicators to measure impacts on beneficiaries through selective household surveys and participatory research methods;
- Facilitate PMIC training in social research methods and building the YM capacity on performing impact assessments;
- Verify the quality and quantity of PMIC deliverables related to M&E;
- Deal with contract variations, claims or requests related to the monitoring and evaluation activity of the PMIC, if needed and coordinate with other PMU staff;
- Facilitate information dissemination with the Government, public and the donor community;
- Participate in the monitoring of the project components through site visits and review of reports;
- Prepare and submit periodic consolidated reports of ongoing monitoring and evaluation activities to the Project Director, Municipality/EA and ADB.

Knowledge and qualifications:

- Degree in economics, law, sociology or related field;
- At least 5 years experience in the area of monitoring and evaluation in public or private sectors;
- Knowledge of computerized information systems
- Excellent Armenian and English written and oral communication skills;
- Familiarity with the goals and procedures, design monitoring frameworks of international organizations, in particular (World Bank, EBRD, IFC, KFW, Millennium Development Corporation or other donors);
- Computer literacy (At least Word, Excel, PowerPoint);

Professional Competencies:

- Results-oriented;
- Excellent analytical skills;
- Excellent presentation and facilitation skills;
- Demonstrated diplomatic and negotiating skills;
- Strongly developed problem-solving and decision making skills;
- Managerial skills;
- Planning and Organization skills;
- Cooperation/Teamwork;
- Report writing skills.

Terms and Conditions of Service:

Terms and conditions of employment are governed by Armenian Legislation, Yerevan Municipality policies and procedures and employment contract. Job description is an integral part of the employment contract.

PMIC: Project management and Institutional Strengthening Consultant, DESC: Detailed Engineering and Construction Supervision Consultant, GSB: Government Supervisory Board, EA, Executing Agency, IA: Implementing Agency, PIU: project implementation unit, EIA: Environmental Impact Assessment, IEE: Initial Environment examination, EMP: Environmental Management Plan, LARF: Land Acquisition and resettlement Framework, LARF: Land Acquisition and resettlement Plan. PPMS: project performance monitoring system