



Terms of Reference

GEF Project Implementation

Monitoring & Evaluation Specialist

Joint project of the United Nations Environment Programme (UNEP) and the National Development and Reform Commission of China (NDRC)

“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries”

BACKGROUND

The negative effects of climate change are being experienced by local communities within a wide range of economic sectors in developing countries across Africa and Asia-Pacific. Multiple factors make developing African and Asia-Pacific countries particularly vulnerable to observed and expected climate change impacts. These include: i) poverty; ii) dependence on rain-fed agriculture; iii) wide-spread ecosystem degradation; iv) limited technical capacity of regional and national institutions to plan and implement adaptation technologies; v) limited knowledge of cost-effective adaptation technology options; and vi) limited pre-investment by developing countries in adaptation technologies.

The project *“Enhancing Capacity, Knowledge and Technology Support to Build Climate Resilience of Vulnerable Developing Countries”* aims to build resilience using an ecosystem management approach in vulnerable developing countries by increasing institutional capacity, mobilizing knowledge and transferring appropriate best-practice adaptation technologies. The project has three main components:

1. Capacity Building

Strengthen capacity building at local, national and regional levels in the pilot countries to plan and implement climate change adaptation technologies

2. Knowledge sharing

Increased availability of information and improved public awareness on best-practices for implementing and financing best-practice adaptation technologies and support inter-regional knowledge support.

3. Technology transfer

Support technology transfer and know-how on best-practice adaptation measures through the integration and demonstration of concrete on-the-ground activities to build the climate resilience of vulnerable communities in the pilot countries.

The project will build on the significant steps that have been taken towards assisting African and Asia-Pacific countries to adapt to climate change impacts. These include projects and programs funded through multilateral and bilateral funds implemented so far by various institutions, entities and UN agencies including UNEP who is playing a leading role in promoting Ecosystem based Adaptation (EBA) through

its EBA flagship programme. The achievement of the SCCF project's main activities in African and Asia-Pacific countries will increase the climate resilience of ecosystem services and thus African and Asia-Pacific communities to climate change impacts.

The incumbent shall be a competent individual to assume the role of Monitoring & Evaluation Specialist (MES) to serve as the main focal person for all monitoring and evaluation related activities for the project. The M&E Specialist's responsibility is to coordinate and support implementation of monitoring and evaluation all the project activities to be conducted in accordance with the Results Framework of the Project.

DUTIES AND RESPONSIBILITIES

The MES will be evaluated in accordance with the successful implementation of project M&E activities. Its responsibilities will include:

- Develop, regularly review and disseminate a monitoring and evaluation framework taking account of all aspects of Project implementation including outputs and outcomes, Project plans, procurement and budget plans, risk management, and sustainability plans as well as key donors agreements and requirements.
- Lead technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance.
- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- Serve as focal point for providing M&E inputs on project Implementation Progress Reports(PIRs).
- Prepare and submit M&E inputs as per the Results Framework to the consolidate half year project implementation progress reports.
- Oversee and participate in evaluations and assessments, lead and coordinate the compilation of reports on the following:
 - Overall Monitoring and Evaluation Plan.
 - Mid-term evaluation.
 - Project Final evaluation.
- Critically monitor the implementation of the Risk Management plan, and identify and raise issues for resolution timely to the project Manager and the National Focal Points on a timely basis.
- Ensure appropriate reports and monitoring tables for the Project Steering Committee (PSC); as well as a record of the meetings thereof.
- Support monitoring and evaluation missions commissioned by the donors.
- Accomplish others tasks related for preparing, monitoring, evaluation as per the need of project assigned by Project Manager; and Meeting the deadline as per the requirement of project and UNEP.
- Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings.

Key deliverables

- A Project M&E framework implemented
- Progress and M&E reports in line with the approved M&E framework.

REPORTING

The MES will report to the Project Manager (PM). The MES will cooperate with National Focal Points, Project Management Unit (PMU), Senior Advisor (SA), Technical Advisor, and other consultants to ensure the implementation of the project tasks.

TIME-FRAME

The MES is a part time consultant of the Project and the initial contract will be for a period of one year, and subject to a satisfactory performance appraisal, renewable to another 2 years.

REQUIRED SKILLS AND COMPETENCIES

- Excellent technical skills in socio-economic research and program and project performance assessment.
- Demonstrated experience in monitoring and evaluation of development project activities.
- Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information
- Demonstrated strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- Experience on planning, monitoring and evaluation of community based projects and having good computer knowledge on database software like MS Excel, SPSS, GIS will be given priority.
- Broad knowledge and understanding of adaptation to climate change, climate resilience would be a plus.
- Fluent in spoken and written English; skills in Chinese and French languages as an advantage.

APPLICATION PROCEDURE

- Please send your CV, cover letter, and two referees' contacts to info@unep-iemp.org. Quote "GEF M&E Specialist position" as the email subject.
- Application deadline: **February 21, 2014**
- The applicants will be contacted only if she or he is shortlisted.

Disclaimer:

1. The successful applicant shall not be a staff member of the United Nations or UNEP but shall sign a contract with the Institute of Geographic Sciences and Natural Resources Research (IGSNRR), Chinese Academy of Sciences – the executing agency for this GEF Project
2. The applicant shall abide to the rules and procedures of IGSNRR and must commit to abide by the laws of the People's Republic of China.
3. United Nations or UNEP shall neither be responsible nor liable for any claims which may arise from this employment and IGSNRR shall take full responsibility in this regard.