



LOAN NO. 3679-MON: REGIONAL ROAD DEVELOPMENT AND MAINTENANCE PROJECT



VACANCY ANNOUNCEMENT

The Government of Mongolia (GOM) with support from the Asian Development Bank (ADB) is implementing “Regional Road development and maintenance project” (RRDM Project). The project Executing Agency (EA) is the Ministry of Road and Transport Development (MRTD). Under the project, the EA is seeking to recruit a qualified **Monitoring and evaluation specialist for the Project Implementing Unit (PIU) who will be engaged on a full-time basis.**

Objective of the assignment

The monitoring and evaluation specialist is responsible for the effective monitoring, evaluation and reporting of the project progress against its baseline and target indicators.

Main responsibilities:

The monitoring and evaluation specialist will support EA/PIU in monitoring, evaluating, and reporting the project: The specialist will monitor and evaluate the project implementation, management, and financing in accordance with Loan Agreement and Regulation on Utilization of Foreign Loans, and Implementation, Coordination, Financing and Monitoring of foreign loan financed projects, issued by the Ministry of Finance (MOF) in 2021. The specialist is expected to guide and support MRTD/PIU in appropriate monitoring and evaluation of the project activities. Specifically, the monitoring and evaluation specialist will:

- Maintain the comprehensive Project Performance Management System (PPMS) based on the project Design and Monitoring Framework (DMF), Gender Action Plan, the Simplified Environmental Management Plan in project monitoring and evaluation that specifies the project quarterly and annual performance targets, data sources, reporting mechanisms, and M&E plans and activities.
- Monitor project implementation against the implementation plan and schedule, the performance targets specified in the projects DMF and assess the project compliance with the Loan Agreement covenants.
- Assess the quality and impact of the project activities, outputs and outcome.
- Monitor usage of the loan funds
- Prepare and submit on timely basis weekly, monthly, quarterly and annual project progress reports.
- Support MRTD/PIU to comply with the Loan Agreement and MOF’s Regulation on Utilization of Proceeds of Foreign Loans/Grants of the Government in implementation of this project
- Identify bottlenecks and problems that negatively affect smooth implementation of the project and propose remedial measures to the project
- Update the Official Development Assistance Management Information System (ODAMIS) of MOF on quarterly and annual basis in consultation with MRTD’s department of Monitoring, Evaluation and internal audit.
- Prepare the project completion report which include assessment of the project objective, design, implementation, operational experience, and the project outcome against the agreed objectives
- Prepare the cost-benefit analysis as part of the project completion report
- Prepare the assessment tools on application of newly taught skills and knowledge from various training under the project
- Provide support to PIU staff on contract management, grants administration, and risk identification.
- Conduct a final survey at project completion
- Conduct trainings on outcome and impact assessment for the relevant stakeholders
- Perform other tasks relevant to the assignment



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Qualifications and experience:

Candidates must have a degree in a relevant field and at least 6 years of experience, should have received formal training in monitoring and evaluation; At least 3 years work experience in M&E, project management and solid understanding of project monitoring and evaluation principles, tools and procedures adhered by the Government and ADB; Strong communication and interpersonal skills written and oral English proficiency

If you possess the above qualifications, please submit a **cover letter** indicating why she/he considers her/himself suitable for the position, detailed public servant **Curriculum Vitae** highlighting skills/experience, copy of diplomas or certificates and two reference letters from last two employers no later than **15:00, 27 Jun 2023. Only those successful candidates will be contacted.** The application documents under the name of RRDMP/Translator shall be submitted in person to the below address. The submitted documents will not be returned to the applicants. Incomplete applications would not be considered. If you need any further details, please feel free to contact us.

Contact person: E.Badamsuren

Contact address: Ministry of Road and Transport Development, Government Building №13, room 308, Chinggis Avenue 11, Ulaanbaatar 14251, Mongolia

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