



## **Monitoring and Evaluation Specialist Draft Terms of Reference**

**Assignment:** Monitoring and Evaluation Specialist, Enhancing Labour Mobility from PNG (ELMPNG) Project

**Employer:** Department of Treasury

**Location:** Port Moresby, Papua New Guinea

**Duration:** The M&E Specialist will be contractually engaged for a period of 3 years with an option to further extend the contract based on performance, an ongoing need, and the availability of funding (contract duration must not extend beyond the project closing date, currently June 30, 2027). A 6 month probation period applies.

**Expected Start Date:** June 2023

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### ***1. Background***

The Government of Papua New Guinea has received financing from the World Bank towards implementation of a labour mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.

A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; (viii) Occupational Health & Safety Specialist; and (ix) a Labour Specialist.

This Terms of Reference is for the Monitoring and Evaluation (M&E) Specialist position of the Project Management Unit. The M&E specialist will be responsible for preparing and tracking the



project results framework, designing and conducting beneficiary satisfaction surveys, reporting on project activities and outcomes, participating in impact evaluations of project activities, and preparing the Mid-Term Review and Implementation Completion Reports. The M&E specialist is also expected to support the capacity building of LMU staff in monitoring and evaluation, to ensure the LMU institutionalizes these procedures beyond the life of the project.

## **2. Objectives of the assignment**

The objective of the assignment will be to ensure that the full set of activities under the Enhancing Labor Mobility from PNG Project are rigorously monitored and evaluated.

## **3. Scope of Services**

The specific duties and responsibilities of the PMU Monitoring and Evaluation Specialist will include:

- i. Identifying data sources and establishing processes for ongoing data collection to track the project results indicators;
- ii. Designing and conducting regular beneficiary feedback and satisfaction surveys;
- iii. Participating in the design and implementation of project impact evaluations; Coordinating with the LMU Director/CEO on the alignment of project results monitoring and reporting with the LMU's M&E framework;
- iv. Ensuring the quality and reliability of data collected;
- v. Making arrangements for the secure storage and management of data relating to the project;
- vi. Converting data into standard report formats (tables and graphs) for reporting to the Government, World Bank and LMU;
- vii. Preparing and submitting consolidated bi-annual progress reports;
- viii. Preparing a Mid-Term Review Report;
- ix. Preparing the Borrower's Implementation Completion Report at project completion; and
- x. Any other duties as assigned by the PMU Project Manager.

## **4. Work Arrangements**

This position is located in Port Moresby. The successful applicant will be offered a 3-year contract with the possibility of a further extension.

The M&E Specialist will report directly to the Project Manager.

The M&E Specialist is required to follow the Department of Treasury's standard working hours, but depending on business needs, may be requested to work extended hours. This role may require travel to target provinces and districts across Papua New Guinea.

## **5. Selection Criteria**

### Academic Background and Relevant Experience



- Minimum Education: Advanced degree in a relevant discipline (e.g. social sciences, international development, econometrics, statistics, or other related fields)
- Past M&E work experience is preferred

#### General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects
- Ability to function effectively in multi-disciplinary teams within a matrix management environment

#### Essential Specialized Skills/Knowledge/Competencies

- Experience in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project performance, accountability of stakeholders and learning outcomes
- Experience in similar projects in developing countries in designing and field-testing surveys and other data collection instruments
- Experience in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting
- Experience with impact evaluation techniques is a plus
- Experience with developing M&E policies, practices and procedures
- Good working knowledge of the World Bank M&E procedures/requirements
- The ability to make speedy but rational M&E decisions
- The ability to plan and set goals and targets to achieve an objective
- The ability to work together cohesively in a team and sharing of ideas to reach a decision.
- Competency in Microsoft office suite (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software
- Ability to write fluent, sequential, informative but concise and accurate activity reports
- Excellent general written and oral communication skills