

# **Terms of Reference**

## **Monitoring and Evaluation Specialist**

### **Indonesia Inclusive Livelihoods for Poor Rural Communities in Eastern Indonesia Project**

#### **BACKGROUND**

The Indonesia Inclusive Livelihoods for Poor Rural Communities in Eastern Indonesia Project aims to achieve the Project Development Objective through inclusive, community-driven livelihoods development planning, paired with strengthening local linkages to support community-led livelihoods initiatives. The Project defines livelihoods as a broad range of activities and assets people utilize to support themselves. In target villages, communities rely heavily on a limited set of livelihoods options focused on food and commodity production from natural resources. Improving livelihoods in these areas requires support to food production, access to and management of natural resources, and increases in social capital of the poorest.

In this project, The World Bank works with BaKTI (Eastern Indonesia Knowledge Exchange) as an implementing agency, and partnerships with village and district governments in Seram Bagian Timur district (Maluku Province) and Sumba Barat Daya district (NTT Province). The Project will design and implement a model for poorly connected and marginal areas that takes an inclusive, whole-of-community approach to strengthening village economies and food systems.

The Project will (i) support villages to develop livelihoods plans and directly support community groups and the poorest households, and (ii) strengthen institutional linkages between community groups and village government, district government and other local actors, to provide sustained, local support to livelihoods initiatives and sustainable landscape management practices, including through the village funds.

#### **PURPOSE**

To support the project implementation, this project needs **Monitoring and Evaluation Specialist** to prepare and manage the monitoring and evaluation aspect of the project.

Monitoring and Evaluation Specialist will assist the Program Coordinator to navigate the implementation of the project according to the design of the project, in order to achieve the expected output, outcome, and goal of the project.

#### **DUTIES AND RESPONSIBILITIES**

1. Designing the Monitoring and Evaluation System for the program (including the M&E framework, Management Information System for data collection plan, data collection tools, data compilation system, and data presentation)
2. Supervising and ensuring the M&E System can be operated effectively
3. Leading the process of baseline and end line survey

4. Supervising the works of Data/MIS Officer
5. Providing training/coaching to team members for implementing the M&E system and using its tools
6. Analysing M&E data, tracking the progress of program
7. Collecting and collating monthly reports from the Project Facilitators and at the district level and preparing monthly report to document and identify effectiveness as well as providing regular update on progress of program and recommendation for improvement if necessary.
8. Providing information for the development and dissemination of lesson learned and knowledge products from the project to improve both village development and sustainable landscape management.
9. Responsible as Environmental and Social Management Focal Point:
  - a. Undertake regular monitoring of project activities against safeguard standards and guidelines of the ESCP
  - b. Ensure that appropriate environmental and social mitigation measures are proposed and met, including OHS responsibilities and undertake follow up monitoring to ensure that proposed mitigation measures are implemented in accordance to the agreed upon ESCP
  - c. Lead on developing and delivering a series of spot checks to ensure safeguards policies are properly implemented in line with the ESCP guidelines.
10. Performing any other duties requested by The World Bank and BaKTI

## **OUTPUTS**

1. Project Monitoring and Evaluation Framework
2. Project Monitoring and Evaluation Plan
3. Tools for project monitoring and evaluation system
4. M&E system for the project
5. Monthly Progress Update
6. Quarterly progress report of project achievement
7. Field Monitoring Report for sampling monitoring
8. Recommendation for improvement of implementation (when necessary)
9. Materials on project progress and achievement for project reports

## **STARTING TIME / DURATION**

Monitoring and Evaluation Specialist is expected to start in February 2023. The Contract duration is 1 (one) year and extendable based on performance evaluation and project needs.

## **LIAISON / REPORTING**

Monitoring and Evaluation Specialist will report to the Program Coordinator.

## **QUALIFICATIONS**

1. Tertiary education with at least seven years experiences in M&E or Project Planning
2. Demonstrates capacity in developing Monitoring and Evaluation System for Project
3. Demonstrates capacity in data presentation
4. Demonstrates capacity on provide training/coaching
5. A minimum three years experiences to lead a team/unit in a project
6. Ability to work with minimum supervision & willing to travel to project sites and remote areas
7. Have experience working in eastern Indonesia and have a good understanding of eastern Indonesia context
8. Excellent communication skills in Bahasa Indonesia and English
9. Well-developed interpersonal skills;
10. Good team player

## **DUTY STATION**

Monitoring and Evaluation Specialist will be stationed in Makassar. He/she will be traveling to Seram Bagian Timur district (Maluku) and Sumba Barat Daya district (NTT) to carry out his/her duties.