

Annex IV

REVISED JOB DESCRIPTION AND QUALIFICATIONS OF THE SENIOR MONITORING AND EVALUATION OFFICER

MISSION

The mission of the Senior Monitoring and Evaluation Officer is to contribute to organizational learning through provision of systematic and independent assessment of relevance, effectiveness, efficiency, outcome, impact and sustainability of projects, programmes and activities funded by the Multilateral Fund.

JOB DESCRIPTION

Under the guidance of the Executive Committee of the Multilateral Fund, the Senior Monitoring and Evaluation Officer will be responsible for:

1. Drafting annual and medium term work programmes and work plans for monitoring and evaluation for Executive Committee review and approval;
2. Coordinating monitoring and evaluation functions required by the Executive Committee with those of implementing and bilateral agencies, financial intermediaries and recipient countries and explore ways of ensuring effective monitoring and evaluation of projects supported by the Multilateral Fund;
3. Following any Executive Committee request and/or guidance, and in cooperation with implementing agencies, prepare and update standard monitoring and evaluation guidelines for the content of project proposals, progress reports and completion reports for Fund-supported activities for Executive Committee approval;
4. Evaluating the efficiency of processes of the Multilateral Fund and its implementing agencies, verifying that Executive Committee approved monitoring and evaluation standards are being applied to all facets of the development and implementation of approved projects;
5. Auditing the efficiency and effectiveness of the structure, organization and operation of the Fund and Secretariat, excluding the financial functions, in accordance with United Nations rules and regulations and in line with existing agreements with implementing agencies;
6. Developing monitoring, evaluation and information systems and databases consistent with the need to collect and generate data requested by the Executive Committee with which to describe and analyse activities supported by the Fund;
7. Managing evaluation studies, including the preparation of terms of references, selecting diverse evaluators consistent with any applicable bidding requirements and overseeing the implementation of evaluations;
8. Managing and coordinating, as directed by the Executive Committee, the evaluation of the financial mechanism established under Article 10 of the Montreal Protocol;
9. Reporting to the Executive Committee on the performance of and lessons learned from projects approved under the Multilateral Fund at all stages of implementation based on experience from bilateral and other agencies through periodic reports in relation to Executive Committee policies and guidelines;

10. Preparing, and after Executive Committee approval, disseminating information on best practices, lessons learned, recommendations and successful results to the different stakeholders;
11. Undertaking any task, within his/her field of activity, that the Executive Committee may entrust to him/her.

QUALIFICATIONS

1. At least 10 years of experience in the areas of monitoring, evaluation and result-based management or similar field, involving work at an international level in multilateral or bilateral organizations.
2. Advanced university degree in a relevant field of the social or natural sciences, engineering or another field that is related to the environment, development and/or experience in monitoring and evaluation.
3. Experience with respect to both programme planning and programme implementation is necessary.
4. Demonstrated abilities in assessment techniques and analytical skills.
5. Fluency in English and preferably other United Nations languages.
6. Knowledge of office automation systems and related software is essential.
7. Good writing, interpersonal communications, presentation and administrative skills.