

I. Position Information

Post Title: Monitoring, Evaluation and Learning Specialist – EnABLE
Duration of contract: One year (possibility to be extended)
Supervisor: Project Coordinator – EnABLE

II. Project Context

The World Bank with the resources provided by the EnABLE, a multi-donor trust fund, is financing a project to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon and non-carbon benefits. Full details of the Indonesia EnABLE Project and associated East Kalimantan ERP are available on the World Bank website (<https://www.worldbank.org/en/topic/climatechange/brief/enable-enhancing-access-to-benefits-while-lowering-emission>)

Project beneficiaries are marginalized groups, particularly adat and women, within the populations of approximately 95 villages in Paser Regency, Penjamin Paser Utara, and Kutai Barat Districts. The selected villages will be located within the existing forest cover in East Kalimantan province, and are eligible ERP villages, having been selected due to the high potential for emission reductions. In addition, the project will benefit government officials and other stakeholders by enhancing their capacity to deliver more inclusive ERP activities.

Local NGOs will be recruited to support implementation of EnABLE by Kemitraan – especially organizations led by and representing indigenous groups – and will benefit from capacity building as a result of being involved in managing the project.

The development objective is to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon benefits. The Project comprises of 3 main components:

COMPONENT 1: Capacity building and awareness raising for inclusive delivery of ERP

COMPONENT 2: Support for inclusive, nature-positive livelihoods and low-carbon practices

COMPONENT 3: Project management, monitoring and evaluation, & knowledge dissemination

The Partnership for Governance Reform (KEMITRAAN) is the selected Implementing Agency for EnABLE Phase-II. KEMITRAAN will be responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders within this project. In ensuring the effective implementation of the Project, KEMITRAAN will form a quality Project Management Unit that will manage the day to day implementation and monitoring-evaluation of the Project. To carry out the expected development objectives and outputs above,

KEMITRAAN will recruit Monitoring, Evaluation and Learning Specialist that will be responsible to coordinate Monitoring, Evaluation and Learning within the project cycle management.

Under the guidance and direct supervision the District Coordinator will provide oversight on the assigned project location(s) and is primarily responsible for coordination of project related activities at the district level. MEL Specialist will be based in Jakarta Office and will travel to East Kalimantan and project locations namely Kutai Barat, Paser and Penajam Paser Utara District. He/She will work closely with Project Officers, Field Supervisors, Admin & Procurement Officer, Finance & Grant Officers, Finance & Administration Assistants, Consultants and Advisors, Grantees, Government institutions (MoEF, Local Governments), World Bank, and other staffs within KEMITRAAN's office.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ Develop monitoring, evaluation and learning management plan and tools
- ❑ Train and disseminate M&E plan and tools to project staffs
- ❑ Lead in preparation of baseline and end line (prepare ToR and monitor the implementation)
- ❑ Prepare and maintain a database of program and project
- ❑ Prepare and conduct regular monitoring and evaluation of the project
- ❑ Monitoring ES management (SEP and LMP)
- ❑ Prepare project reporting on MEL (incl. ES Complying)
- ❑ Collect and develop project knowledge and learning (success story, best practice, lessons learned)

1. Ensures development of integrated monitoring plan for Partnership projects, focusing on the achievement of the following results:

- Provide inputs on the design and implementation of the monitoring strategy and tools (Performance Management Tools)
- Development and application of method, tools and system for effective monitoring or evaluation of EnABLE projects.
- Prepare annual work plan and budget for monitoring activities
- Managing data or information warehouse for monitoring and evaluation purposes
- Integrated plan of mobilizing resources for the implementation of monitoring and evaluation based on the annual work-plan by applying most appropriate tools, system, method for each individual activity.
- Identification of areas of priorities for monitoring through effective coordination with relevant program/project

2. Ensures effective implementation of monitoring of Partnership projects, focusing on the achievement of the following results:

- Monitor or evaluate the EnABLE project progress against annual and quarterly work-

plan and budget plans and identify the problems encountered by the on-going projects and device inputs to solve such problems.

- Assist and Facilitate external consultant in the implementation of base-line, end-line, audit social and follow up studies as outlined in the project document.
- Lead in the implementation of perception survey and follow up studies as outlined in the project document.
- Assist pool experts and project teams to develop Environment Social Safeguard measuring methods and tools for project implementation;
- Assist the project team in assessing proposals from BSP beneficiary groups, identify potential impacts, prepare and implement appropriate mitigation measures;
- Presentation and prepare brief to management and or Project Committee on the project progress and status.
- Identification of potential and current problematic projects and provision of inputs remedial actions.

3. Ensures provision of project monitoring report and identification of problems encountered, focusing on the achievement of the following results:

- Prepare progress reports (semi-annual and annual / substantive) against set targets and indicators, with an analysis of evidence of progress towards planned outputs according to schedules, budgets, and inputs provided by the project.
- Prepare inputs into final project report, with an analysis of progress towards expected results as defined in the project document and subsequent work plans and budgets.
- Identification of problems encountered in project implementation and inputs for remedial actions
- Provision of assistance to the project staff, auditors, evaluation team and donor missions to monitor the implementation of ongoing programs/projects at national, provincial, and local level

4. Ensure provision of inputs to the Project Annual Report (EnABLE), focusing on the achievement of the following results:

- The availability of data and information on on-going projects ;
- Identification of lessons learnt and best practices information;

IV. Impact of Results

The key results have an impact on the quality assurance and timely delivery of project results and availability of lessons learnt and best practice for future reference. Project implementation in line with the objectives of the project and Partnership procedures is critical to ensure achievement of the Partnership outcomes. Success story is fully documented and shared with stakeholders.

V. Competencies

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of the Partnership

- ❑ Plans, prioritizes, and delivers tasks on time
- ❑ Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:

- ❑ Sets clear performance goals and standards; executes responsibilities accordingly

Partnering & Networking:

- ❑ Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:

- ❑ Plans and produces quality results to meet established goals
- ❑ Innovation & Judgment
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations
Strives for quality client-centered services (internal/external)

Communication:

- ❑ Demonstrates effective written and oral communication skills
- ❑ Demonstrates good negotiations skills

Job Knowledge & Expertise

- ❑ Executes day-to-day tasks systematically & efficiently
- ❑ Uses Information Technology effectively as a tool and resource
- ❑ Familiar with data warehouse and its maintenance
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications

Education:	Minimum Bachelor degree in social sciences or other relevant field required. Preferable master degree.
Experience:	Minimum of five years of relevant experience in program monitoring, evaluation and learning management. Experience with World Bank funded projects, MEL structures and Environment Social Safeguard is a significant advantage. Demonstrated experience in data management and analysis, particularly with government agencies, private companies, CSOs, and grassroots communities. Ability to use analytical tools (Excel, etc.) for progress monitoring and projection is strongly preferred
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date