

Terms of Reference

Monitoring and Evaluation (M&E) Focal Point to the Ministry of Labour and Social Affairs (MLSA) for Coordinating M&E Structural Units

Basic Information

Position Title: M&E Focal Point to MLSA for Coordinating M&E Structural Units

Position Type: Consultant

Location: Yerevan, Armenia

Duration: Six months - extendable based on performance

Number of positions available: 1

Background

Democracy International (DI) is implementing the USAID-funded Protection, Inclusion, and Empowerment Activity, which aims to support disadvantaged and marginalized populations in Armenia through needed legal/regulatory framework changes, improved services, and intensified cooperation between the government and non-governmental actors to address the needs of vulnerable populations. It will do so through five interrelated components: 1) Inclusion, protection, and empowerment policy and legislative reform; 2) Improved inclusion, protection, and empowerment services for vulnerable and marginalized groups; 3) Enhanced protection and inclusion of those affected by instability and violent hostilities/conflict; 4) Outreach, communications, research regarding social sector policy and services; and 5) Adaptive social protection to address the impacts of global or domestic crises.

As part of this effort, DI is supporting the Ministry of Labour and Social Affairs of the Republic of Armenia (MLSA) to: a) strengthen its monitoring, evaluation, and learning (MEL) systems and practices; b) generate and use evidence gathered through its MEL system to inform program planning, policy formulation and decision-making; and c) strengthen its position as a leading advocate for policies within the management of the MEL systems. This will also involve assisting the MLSA in locating and recruiting qualified MEL specialists, something the MLSA has expressed a need for in consultations with DI.

To achieve the primary goal, the specific objectives are:

a) Support MLSA in conducting reviews of national social policies and deepen their knowledge and understanding of the MEL policy processes.

- b) Support MLSA in developing robust institution-level MEL plans.
- c) Support MLSA in developing data management systems and frameworks and systematically collecting, analyzing, and using relevant data and evidence.
- d) Promote peer-to-peer learning and knowledge exchange between the Department of Consolidated Analysis, Monitoring, and Evaluation and the National Institute of Labour and Social Research.

Position Summary

DI seeks to hire a consultant with diverse skills and knowledge to support the MLSA in enhancing the capacity of MEL officers, departments, and systems. The specialist must have experience conducting MEL activities, including designing and implementing MEL systems, designing and conducting qualitative and quantitative research, and facilitating programmatic learning. Additionally, the consultant should have excellent report-writing skills in English and Armenian. **This position is only open to Armenian citizens.**

Essential Duties

- Collaborate with the MEL systems expert to assess and analyze the existing strengths, gaps, challenges, and areas for improvement in the MLSA's current MEL practices.
- Conduct and contribute to MEL activities, including designing indicators and data collection tools, designing and implementing assessments and evaluations, and facilitating learning activities for ongoing MLSA projects, as specified by MLSA.
- Collaborate with the MEL System Technical Expert to identify and advocate for legislative amendments that support the long-term sustainability and effectiveness of the MEL system within the MLSA.
- Conduct discussions with key stakeholders to validate the findings and recommendations of the assessment of MLSA MEL practices.
- Collaborate with the MEL System Technical Expert to develop and present a report to the MLSA on findings and recommendations from the assessment of the MLSA's MEL practices.
- Support MLSA to systematically collect, manage, analyze and use relevant data or evidence.
- Conduct peer-to-peer learning and knowledge exchange on M&E tools and techniques between the Department of Consolidated Analysis, Monitoring, and Evaluation and the National Institute of Labour and Social Research.

Qualifications

Education and experience

- Bachelor's degree in a relevant field such as Monitoring and Evaluation, Statistics, Public Policy, Social Science, or a related discipline. Master's degree or Ph.D. preferred.
- At least three (3) years of relevant experience and demonstrated knowledge in conducting MEL and/or managing MEL systems for government, international development, or other public sector environments.
- Demonstrated experience in qualitative and quantitative data collection, management, and analysis.
- Excellent writing and analytical skills in drafting reports.
- Understanding and knowledge of basic computer applications such as MS Word, Excel, and database management.

Language requirements

- Proficiency in spoken and written Armenian and English.

The consultant must be based in Armenia, preferably in Yerevan. **This position is only open to Armenian citizens.**

Deliverables

- Report and presentation (including final presentation materials) on the findings and recommendations of the MLSA MEL practices assessment, conducted in collaboration with the MEL System Technical Expert.
- Report and presentation (including final presentation materials) on findings and recommendations of assessments and evaluations for ongoing MLSA projects.
- User manual for data management systems.
- Standardized data collection protocols and tools.
- Training materials and training completion report on M&E tools and techniques.

Reporting

The position reports to DI's MEL Specialist based in Yerevan, who will coordinate this activity.

Level of Effort and Compensation

The consultant is expected to work no more than 120 working days on this assignment. The consultant will only be compensated for days agreed in writing by DI and when written reports are submitted on time and of acceptable quality. The payments will be made bi-weekly based on verifying the deliverables and approval by DI's MEL Specialist. If travel is required, DI will bear the travel expenses in accordance with its travel policy.

Application Process

Interested candidates should email a cover letter explaining why they are the most qualified, their daily rate, and their resume to MEsupport-MLSA@democracyinternational.com with the subject line "M&E Consultant to the MLSA for Coordinating M&E Structural Units." DI will only consider applications submitted by October 10, 2024.