

Terms of Reference Job Description

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| Post title: | National Monitoring and Evaluation (M&E) Specialist (2 POSITIONS) |
| Project title: | GEF GOLD Mongolia-Philippines: "Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners" |
| Duration: | 60 months (Full-time, Approx. 37.5 hours/week) |
| Expected Start Date | April 15, 2019 |
| Duty station: | 1 in Ulaanbaatar (MONGOLIA) & 1 in Manila (PHILIPPINES) |
| Salary: | Will be determined by experience and qualifications and paid in local currency. |
| Application Deadline | Open until filled |

BACKGROUND:

Organizational context

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment and health of the millions of people involved in Artisanal and Small-Scale Gold Mining (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices in ASGM through technology transfer, policy development and awareness raising. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of ASGM, economics, sustainable development, social responsibility, human and environmental health, and gold production and extraction. For more information about the AGC and its projects, please visit www.artisanalgold.org.

Project description

The Global Environmental Facility (GEF)-supported program "Global Opportunities for the Long-term Development (GOLD)" of the ASGM sector has been designed to address the key issues linked to continued mercury use and to provide sustainable development opportunities for the communities involved.

The objective of this project is to contribute towards the elimination of mercury in the ASGM sector by applying a supply chain approach from the miners to refiners. The project has four components. UN Environment is implementing Components 1, 2 and 4 on (i) formalization, (ii) finance and market access, and (iv) knowledge management, respectively, while UNIDO is responsible for Component 3 (iii) technology transfer.

The project is expected to demonstrate: (1) government incentives to formalize the ASGM sector in Mongolia and Philippines are increasingly adopted by miners, (2) national governments guiding the creation of ASGM fund to allow miners to invest in mercury-free technologies and access responsible gold markets; miners are able to sell their gold directly into a transparent supply chain, (3) reduced mercury releases by the ASGM sector in both countries, and (4) ASGM communities and government agreeing on an approach to reach all ASGM communities in each country.

MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES:

The Monitoring and Evaluation (M&E) Officer is responsible for overseeing the monitoring and evaluation of the project, including development of M&E tools and plans, beneficiary and indicator tracking, data compilation and participatory analysis, contribution to reports and preparation of communication materials. The M&E specialist will develop and conceptualize, plan and implement project activities creatively, as well as the ability to analyze data and utilize lessons learned for the continuous improvement of project implementation and promote a culture of learning.

| Main Duty | Output | Timing |
|--|------------------------------------|---------|
| Development appropriate monitoring and evaluation (M&E) system | Report prepared | Ongoing |
| Review and revise the M&E system so that it is adapted appropriately to changing operating contexts | Reports prepared | Ongoing |
| Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders. | Reports prepared | Ongoing |
| Provide training and mentoring for staff | Presentation documentation | Ongoing |
| Refine M&E systems and policies to ensure organizational compliance and effectiveness | Organizational policies documented | Ongoing |

REPORTING:

Regular calls will be organized between the National Monitoring and Evaluation Specialist and National Project Manager and, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner. Every quarter, the National Monitoring and Evaluation Specialist is expected to submit progress and financial reports to the NPM. They will be required to submit additional reporting as required.

QUALIFICATIONS:

- 5+ years of experience in monitoring and evaluation, statistic background is desirable;
- Excellent computers skills absolutely required (MS Office, Word, Excell, Power Point, Access, Outlook);
- Multi-tasking, coordination, organization, and prioritization skills essential;
- Excellent skills in interpersonal, presentation and representation;
- Ability to work independently and cooperatively with team members required;
- Prior experience in an international NGO is advantageous;
- Travel to various provinces and sites in country is required.

LANGUAGE:

- Fluency in written and spoken English is required.
- Knowledge of other local languages is an asset.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to careers@artisanalgold.org.