

Terms of Reference

Post title:	National Monitoring and Evaluation (M&E) Specialist
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”
Work hours	Full-time; approx. 40 hours/week
Start date and contract duration	January 2021 (12 months; subject to yearly renewal)
Duty station:	Quezon City, Philippines
Salary	Will be determined by experience and qualifications and paid in local currency
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 GEF supported programme “Global Opportunities for the Long-term Development of the ASGM sector (GEF GOLD)” has been designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved.

The objective of the proposed 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 on 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 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) Specialist 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 analyze data and utilize lessons learned for the continuous improvement of project implementation and promote a culture of learning.

Main Duty	Output	Timing
Develop 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	Report prepared	Ongoing
Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders	Report 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:

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

QUALIFICATIONS:



ARTISANAL GOLD COUNCIL

- Minimum of five years' experience in a monitoring and evaluation; statistics background is desirable
- Excellent computers skills (MS Office, Word, Excell, Power Point, Access, Outlook)
- Multi-tasking, coordination, organization, and prioritization skills are essential
- Excellent skills in interpersonal, presentation and representation
- Able to work independently and cooperatively with team members
- Prior experience in an international NGO is an advantage
- Willing and able to travel to project sites

LANGUAGE REQUIREMENTS:

- Fluency in written and spoken English is a must
- 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, npm.ph@artisanalgold.org, and assist.ph@artisanalgold.org.