

TERMS OF REFERENCE

- Position:** **Advisor, Monitoring and Evaluation**
- Program:** **Partnership for Local Economic Development and Democratic Governance (PLEDDG)**
- Language:** **Bilingualism in Ukrainian and English is a requirement for this position**
- Term:** **This is a part-time position beginning immediately and ending March 2021**

Background:

The Partnership for Local Economic Development and Democratic Governance program (PLEDDG) is a development project funded by Global Affairs Canada (GAC) and implemented by the Federation of Canadian Municipalities (FCM). FCM is the national voice of municipal governments in Canada, representing the interests of cities and communities with the federal government.

PLEDDG aims to strengthen Ukraine's municipal sector by increasing capacities in 16 cities to advance local democracy and economic development. Working in 4 oblasts, PLEDDG supports Ukraine's local government reform initiatives through 3 inter-related components:

1. Empowering local governments to implement an "open government" model to create transparent and participatory decision-making processes and facilitate more inclusive approaches that enable stakeholders to more actively contribute to shaping the local development agenda and devising local solutions to economic development challenges.
2. Stimulating and supporting the growth of locally based small and medium enterprises through business services centres, skills/professional development and other support programs to help expand and strengthen the middle class.
3. Facilitating improved structures and capacities, practical policy and planning enhancements and intergovernmental cooperation to facilitate decentralization and promote local investment, trade and business development.

PLEDDG supports the Association of Ukrainian Cities (AUC) to introduce new services related to democratic governance and LED and, together with PLEDDG, to facilitate the exchange of experience and best practices and disseminate project knowledge and experience to all Ukrainian cities and other stakeholders.

Purpose:

Reporting to the Program Director, the **Advisor for Monitoring and Evaluation** supports monitoring, evaluation and reporting processes within the PLEDDG program. Key tasks include advising and assisting FCM and PLEDDG staff to: design and manage monitoring and evaluation processes; collect and analyze performance data about the results of the program and its sub-projects; and prepare accurate and comprehensive reports on the effectiveness, outcomes, and impact of the program.

The Advisor, Monitoring and Evaluation is required to work closely with the Program Director, Senior Expert/Program Lead, FCM Monitoring and Evaluation specialists and other PLEDDG staff to ensure

monitoring and evaluation processes are effective, efficient and integrated into PLEDDG annual work planning and programming. As a member of the PLEDDG team, she/he will be required to participate in various PLEDDG activities and events and contribute to overall program success.

Key Responsibilities:

Under supervision of Program Director and in collaboration with PLEDDG staff as assigned:

- Assist the PLEDDG Leadership Team to integrate monitoring, evaluation and reporting activities in annual work plans.
- Liaise and collaborate with FCM monitoring, evaluation, learning and knowledge sharing (MELKS) specialists based in Ottawa to ensure PLEDDG adheres to, and contributes to, FCM monitoring and evaluation approaches and standards.
- Develop and refine monitoring and evaluation strategies, templates and tools to collect, manage and analyze data from a wide range of sources using a variety of methods.
- Assist PLEDDG and FCM staff to review and refine the program Performance Measurement Framework (PMF), including adjusting performance indicators, if necessary.
- Advise staff on accurate and efficient performance data management including collection, storage, analysis and use of data for management decision making and reporting.
- Prepare activity, output and outcome tables in PLEDDG formats using program data and input from senior experts and other staff for inclusion in annual and semi-annual reports.
- Develop and refine processes, schedules, templates and tools to monitor and evaluate local initiatives supported by the three PLEDDG Small Funds (Democratic Governance, Small and Medium Enterprise Development, and Gender Equality).
- Assist staff to coordinate monitoring and evaluation activities among staff, including Regional Coordinators, and across program components.
- Facilitate and coordinate the synthesis of findings and integration of the results of Small Fund initiatives into program performance indicators and narrative reports.
- Assist staff to prepare narrative reports for GAC and the Government of Ukraine.
- Assist staff to identify new knowledge, resources, lessons-learned and best practices stemming from different components of the program using monitoring and evaluation reports and performance data.
- Assist the Manager Knowledge Management and Communications to identify the evidence base for success stories and good practices selected for documentation, dissemination and publication.
- Provide advice, technical assistance, orientation and training in Monitoring and Evaluation to PLEDDG staff as requested.
- Undertake visits to project sites to conduct monitoring and evaluation activities.
- Develop and support strategies to build the capacity of program partners (AUC, cities and small project proponents) in monitoring and evaluation when possible and appropriate.

Knowledge and experience:

- University degree in related discipline.
- 5-7 years of progressively responsible experience in project and/or program management roles, including monitoring and evaluation, quantitative and qualitative data analysis and results-based management.
- Experience in monitoring, evaluation and performance measurement utilizing a broad range of tools and methods, synthesizing findings and preparing progress reports.

- Experience engaging and collaborating with diverse stakeholders related to governance processes, community development, capacity building and/or project/program design and implementation.
- Strong political acumen, tact and diplomacy.
- Excellent oral and written communication skills in both Ukrainian and English.
- Excellent judgment, problem solving and decision-making skills.
- Excellent interpersonal, collaboration and teamwork skills.
- Knowledge of the municipal government sector is an asset.
- Knowledge of the small business sector is an asset.

Other:

- The ability to make frequent trips within Ukraine is required.

In order to apply for this position, please provide a cover letter and CV with “Advisor, M&E” in the subject line to office@pleddg.org.ua by December 27, 2019.

Only short-listed candidates will be contacted.