## KOSOVO FOSTERING AND LEVERAGING OPPORTUNITIES FOR WATER SECURITY(FLOW) PROJECT PHASE 1

## Terms of Reference for Monitoring and Evaluation Specialist

Purpose of position:

The Government of Kosovo has concluded the agreement for FLOWS support to MEEMIE in maintaining and improving the water security situation in the country to ensure improved and sustainable livelihoods, food security, water supply and electricity generation; essential elements that support sustainable economic growth and poverty alleviation efforts. The M&E Specialist will develop a project monitoring and evaluation plan and will act as an advisor on M&E related issues during the annual grant program programming.

**Responsibilities of the Monitoring and Evaluation Specialist**

* Monitoring and Evaluation Specialist will actively participate in developing the Monitoring and Evaluation plan for the project functions based on the results and risk framework developed as part of the Bank’s Project Appraisal Document.
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* In carrying out his/her tasks he/she will work closely with the Communication Specialist/Public Awareness Campaign to commission random customer surveys with NGOs and beneficiaries.
* He/she will set up a grievance registration hotline to ensure transparency of the grant administration process, and develop a grievance mechanism for grievances received that will be updated in the grant handbook and procedures.

**Qualifications**

The Monitoring & Evaluation Specialist must meet the following requirements:

* Relevant university degree;
* At least 3-5 years of general/professional experience and 2 years of specific/relevant experience in information collection, commissioning of surveys and M&E activities related to the implementation of projects funded by WB or other international donor;
* Familiar with planning, design and implementation of information campaigns.
* Fluency in English and Albanian is essential, skills in Serbian are an advantage.
* Proficiency in computer operation.

Have clear police records, dispose of all civil rights and have no prior involvement in embezzlement.

**Outputs**

The main output of the work will be the satisfactory training program, professionally conducted and implemented for all levels of stakeholders in the government within the project of FLOWS.

The Monitoring & Evaluation Specialist will have a full time position within the Project. He/she will be provided with opportunities to develop professionally by participating in relevant WB training and courses during the term of the contract. Remuneration will be paid on a monthly basis.

**Performance period**

The M&E Specialist will be hired on probation until the Project becomes effective and will then be confirmed based on satisfactory performance. Once confirmed, the contract will be concluded for four years, but not longer than the FLOWS project duration.

**Reporting**

The M&E Specialist will have a full-time position within the FLOWS premises. He/she will report to the PMT Manager and will submit monthly schedules to calculate actual days worked during the calendar month.