

**CALL FOR EXPRESSION OF INTEREST
FOR
MONITORING AND EVALUATION POSITIONS
IN ILO-IPEC
June 2014**

The Programme

The International Programme on the Elimination of Child Labour (IPEC) under the Fundamental Principles and Rights at Work Branch is at present operational in 70 countries worldwide and is supported by some 20 donors. Its objective is the effective abolition of child labour, assisting member States and social partner constituents in designing and implementing policies and programs to prevent and eliminate child labour in accordance with international labour standards, including a focus on the elimination of the worst forms of child labour as a matter of urgency.

The programme is implemented through national, sub regional and regional programs, which include country-based and regional technical cooperation projects. The programme provides assistance through technical advisory services to ILO constituents for policy and legal reform; training; advocacy; development of tools and methodologies; research and statistical surveys; direct action for the withdrawal, prevention and protection of child labourers; institution and capacity building; and regular sharing of good practice and collection and dissemination of information. It promotes a worldwide movement to advocate for and provide resources to support national action and works through various interagency partnerships and task forces.

The programme's country level partners include the ILO's constituents, who are the Ministries of Labour, employers' and workers' organizations, as well as others concerned in the public, private and voluntary sectors. Close collaboration with other departments and ministries will also be required.

Monitoring and evaluation is key integral component of the Programme. The Evaluation and Impact Assessment section provides M&E services and advice to the Programme and its constituents. It supports the development and implementation of theory of change based comprehensive monitoring and evaluation strategies, designs and manages evaluations at all levels and provides technical advice and support on impact assessment and impact evaluation to national and international partners, programmes and projects. EIA develops; pilot tests and supports the implementation of innovative and customized approaches to M&E for interventions on child labour and increasingly with other fundamental rights and principles of work. EIA implements M&E and impact research oriented projects and activities to provide this support.

The Positions

The Programme through EIA is looking for the following specific positions to start as early as possible, based on Geneva:

1) Project Manager/Technical Director for a global monitoring and evaluation project

Through this project, IPEC/EIA serves as the external M&E advisor to projects funded by the US Department of Labor and implemented by ILO and non-ILO grantees. Comprehensive Monitoring and Evaluation Plans have been designed and supported in four projects, and two quantitative statically robust impact evaluations of specific interventions have been designed and baselines implemented for selected interventions in two non-ILO projects implemented in the Philippines and Peru. A Research Specialist is serving as the technical specialist on impact evaluation and will be supervised by the Project Manager.

The project is in its final year with detailed planning and preparation of end line surveys underway in the two countries, Peru and Philippines. The focus in the final years is on the successful implementation of the end line surveys, preparation of technical reports and preparation for policy influencing through preparation of briefing papers and dissemination workshops.

A project manager is required to see the project through to completion, managing all operational aspects of the project. This includes:

- Provide technical guidance and oversight to the Research Specialist and at times Research Assistants;
- Manage project budget and contracts of short-term staff and contractors;
- Maintain working relationships with project stakeholders by ensuring coordination, involvement, liaison and communication with the projects and the donor;
- Manage and ensure completion of deliverables of the project such as impact evaluation reports, data sets and Technical Progress Reports;
- Lead and coordinate missions to project sites;
- Develop and implement in consultation with relevant partners, the policy dissemination plan for the impact evaluation findings and reports in the two countries to ensure maximum use of the results for replication and up scaling.

The project manager maintains working relationships with the donor, national research partners, technical cooperation grantees (TCG) staff and other national stakeholders in countries where the Project activities are implemented, and represents the Project at relevant international conferences and seminars/ workshops.

The position requires someone with at least 5 years of experience in a leadership role in implementation of development, evaluation or research projects with documented experience in designing and implementing evaluations with quantitative elements and surveys with a focus on impact. Experience with managing a range of impact assessment and impact evaluations, in particular with a focus on dissemination and use. Excellent command of English and good working knowledge of Spanish, with superior drafting skills in English. Experience or familiarity with implementation and management of US Department of Labour funded projects including as implemented by ILO, is highly desirable. A particular focus is on the ability to communicate and work in multicultural and diverse contexts with a wide range of stakeholders, in particular country project staff, national research partners, government authorities and the donor, and to build trust and partnerships concerning the initiatives of the project; Knowledge/experience of working with child labour conventions and national child labour legislation highly desirable

The project manager reports to the Head of the Evaluation and Impact Assessment section.

The position is for one year as of 1 September 2014 with the project scheduled to end at the end of September 2015.

The position would suit someone with previous experience in a similar type of function in an organisation or similar type of project, now normally working as a consultant, but looking for a longer term fixed position for a year. Strong experience in quickly adapting to and managing specific evaluation research focused projects would be a particular asset.

The Programme and EIA has a range of activities and are continually developing further activities in this area of work. There is therefore potential for continued involvement with EIA in this or similar functions.

2) Monitoring and Evaluation Officer in a Global Country Capacity Building project

The proposed Project will involve providing technical assistance and services in at least eight (8) target countries that include Burkina Faso and Nepal (the remaining 6 other countries will be selected in close collaboration with the donor in the coming months), to support national and local efforts to reduce the worst forms of child labour by providing assistance to partners; (a) to develop, improve and/or adopt national legislation to bring them in line with international standards; (b) to improve monitoring and implementation of policies and enforcement of laws related to the WFCL, (c) to develop or improve, and adopt national plans of action on child labour including its worst forms; and (d) to enhance the implementation of national and local policies and programmes aimed at reducing and preventing the worst forms of child labour; and (e) to improve policies and social programmes to increase access to basic education, vocational training, social protection services, employment creation and poverty reduction initiatives to populations vulnerable to the worst forms of child labour.

The proposed project will include a theory of change based comprehensive monitoring and evaluation approach to provide reliable and documented M&E data on the achievement of the project, including outcomes and broader impact, and monitoring of contextual factors, so that the M&E of the project can serve as a strategic tool for the implementation of the project. The M&E approach will be set up to national stakeholder, ILO and donor requirements, requiring detailed and consistent interaction with the project staff, donor and external M&E advisors to ensure that requirements and relevant templates are used.

The Monitoring & Evaluation Officer should have the following profile:

- Minimum of five years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an
- Advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience designing and managing database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience managing and providing on-going training to M&E field officers
- Excellent command of English and good working knowledge of French and Spanish preferred.

The M&E officer will operationally report to the Project Manager of the global project and will technically be part of the work of the FPRW/IPEC on M&E through the Evaluation and Impact Assessment section.

The project is foreseen to be at minimum a 4 year project, pending project funding. The position is expected to start in September but is subject to confirmation of funding.

The position is likely to suit an experienced M&E officer from an international project or organisation, serving in a dedicated M&E function with commitment and willingness to work on

detailed and rigorous outcome based monitoring and reporting to donor and organisational requirements for learning, planning and accountability. It requires someone ready to work to demanding and changing deadlines and priorities while keeping a focus on key M&E principles and approaches. Willingness to be flexible to focus on the most cost-effective set-up for M&E of this and similar global projects as part of the broader FPRW/IPEC approach on M&E and as part of the EIA team. The position is a key part of the work of FPRW/IPEC on innovative comprehensive monitoring and evaluation strategies as now implemented by a range of partners.

The Project will potentially include components on technical advisory services and support to countries on M&E with scope for the M&E officer to also be involved in the delivery of these technical components.

How to submit Expressions of Interest

Please send a cover letter with your expression of interest with a full CV to wichmand@ilo.org with a copy to IPEC_Evaluation@ilo.org .

Only shortlist candidates will be contacted and asked to provide three references (these will not be contacted without prior consent from the potential candidate).

Deadline is 16 June 2014.