



Terms of Reference

POSITION: Monitoring & Evaluation Specialist

Type of contract: Service Contract

Length: 1 month

Deadline of application: **25th February**

Contact info: ***federico.gaviano@tdm2000international.org***

About the project

The Youth-CARE (Capacity building, Action and Responsibility for the Environment) project represents a collaborative initiative involving five civil society organizations, led by the Beyond Barriers Association in collaboration with TDM2000I, MES, TDO, and ANCE. The primary objective of this project is to increase efforts towards environmental preservation and action, with a particular focus on young individuals living in disadvantaged areas.

This project aims at bringing together trainers, educators, decision-makers in a focused effort to raise capacity and responsibility and undertake action related to the environmental issues.

The project evolves around:

- Training educators and youth workers
- Creating a toolkit designated for understanding and analyzing environmental issues.
- Spreading awareness and responsibility in international level.

Recognizing the interconnectedness of global environmental challenges, the project underscores the importance of fostering a sense of collective responsibility among youth. Moreover, it capitalizes on the potential of online and digital platforms to disseminate information, encouraging active engagement and participation in environmental preservation efforts.

Objectives of TOR

Regarding objectives of the project Youth CARE, “TDM2000I” Organization is looking to hire a M&E specialist that will carry out the planning, coordination and implementation of all M&E activities and to ensure quality and sufficiency of the project monitoring for achieving project’s objectives.



Scope of work

The specialist will closely communicate and work under supervision of the Project Coordinator. The monitoring procedure will carry out the following:

- Develop and implement a comprehensive Monitoring and Evaluation (M&E) plan for the project.
- Prepare a Quality Assurance (QA) plan to ensure high standards of project implementation.
- Lead the preparation of the M&E plan and provide continuous follow-up as an external expert, ensuring impartiality and avoiding biases.
- Serve as a resource for capacity building on M&E within the project team.
- Monitor key project milestones, such as the production of Case Studies and the EUAR toolkit, using qualitative and quantitative measures.
- Define indicators and means of verification for each milestone to track progress and outcomes effectively.
- Implement time management strategies to mitigate delays and ensure timely delivery of project objectives.

PROFILE OF THE M&E Specialist

Competences:

- A Bachelor's or Master's degree in a relevant field such as Monitoring and Evaluation, Project Management, Development Studies, or a related discipline.
- Knowledge of M&E principles in public organization as well as international organizations;
- Experience with implementing or monitoring environmental or social protection;
- High proficiency in MS Office (Word, Excel, PowerPoint etc.) and web navigation skills;
- High professional and personal integrity;
- Excellent communication and interpersonal skills;
- Ability to collaborate effectively with diverse stakeholders;
- Organizational and managerial skills;
- An academic degree in a relevant field or equivalent proven practical experience;



APPLICATION PROCEDURE

The interested applicants have to send the required documents as below:

- Curriculum Vitae
- Motivation letter
- Evidence of previous experience

Deadline for submitting applications is 25th February(late submission will not be accepted).

EVALUATION PROCEDURE

Main selection criteria will be proven experience in the field, familiarity with the topic and strong organizational and managerial skills.