

**Millennium Foundation Kosovo**

**Candidate Information Pack**

**Specialist, Monitoring & Evaluation / Economic Analysis**

**February 2020**

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# Background Information

**The Threshold Program and Millennium Foundation Kosovo**

The Millennium Challenge Corporation (MCC) is a US government agency founded in 2004, dedicated to changing the conversation on how best to deliver smart U.S. foreign assistance by focusing on good policies, country ownership, and results. Before a country can become eligible to receive assistance, MCC’s Board examines its performance on independent and transparent policy indicators and selects compact eligible countries based on policy performance. MCC requires selected countries to identify their priorities for achieving sustainable economic growth and poverty reduction. Countries develop their MCC proposals in broad consultation within their society. MCC teams then work in close partnership to help countries refine a program. MCC is different from other donor agencies in that when a country is awarded a program, it sets up its own local accountable entity to manage and oversee all aspects of implementation. In Kosovo, that entity is called the Millennium Foundation Kosovo (MFK).

MFK will be responsible for overseeing MCC funded projects and their various components and activities, allocating resources, overseeing and implementing a financial plan, approving expenditures and procurements, continuing the consultative process, and being accountable for the Program’s results. The Accountable Entity serves as the single point of contact on behalf of the Government during implementation of the Program for MCC, other donors, contractors and consultants, as well as the general citizenry.

The Threshold Program in Kosovo is a $49 Million grant that consists of two projects:

the Reliable Energy Landscape project and the Transparent and Accountable Governance Project.

**Reliable Energy Landscape Project**

Demand for electricity significantly surpasses supply in Kosovo, and the country struggles with the reliability of its energy supply. This project encourages greater household energy efficiency and facilitates the switch to non-electric sources of heating through a pilot activity. MCC’s investments also work to bolster private-sector participation in the power sector by exploring barriers to finance for independent power producers, and create opportunities for women to participate in the energy sector through both employment and entrepreneurship.

**Transparent and Accountable Governance Project**

Government decision-making is often opaque, leading to distrust by the private sector and civil society, and high perceptions of corruption. Kosovo’s judiciary is one the country’s least trusted institutions. This project supports the implementation of a case management information system to make judicial information publicly available, and improvements to the collection and reporting of environmental data to the public. An open innovation competition will let the government pose their challenges to civil society and private sector stakeholders to propose creative, data-grounded solutions, which can be a model for more productive partnerships between government and civil society.

Position Description

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| Position: | Specialist, Monitoring & Evaluation |
| Division: | Executive/Management |
| Report to: | Chief Executive Officer |
| Band: | C |
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| **Position Objective** |
| The M&E/EA Specialist will have the overall responsibility for managing monitoring, evaluation and economic analysis activities of the Threshold, with the goal of producing timely and relevant implementation and analytical reports and assessments of MCA-Kosovo activities, and for disseminating this information to program stakeholders. He/she will be responsible for the program’s overall M&E system and economic analysis, and for implementation of related activities for each project. This entails close communication with all those involved in M&E design and implementation and with those involved in the economic analysis of Threshold investments, including: The MCA-Kosovo Chief Executive Officer (CEO); representatives from the MCA-Kosovo Supervisory Board and Stakeholders’ Committee; Energy Project and Data Transparency Project Directors and other support staff; implementing partner institutions in the energy, environmental, and judicial sectors, the relevant Ministries, Millennium Challenge Corporation (MCC) M&E and Economic Analysis staff in Washington; external consultants; and members of external M&E-related missions from MCC. |
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| **Duties and Responsibilities** |
| * Manage the development and implementation of the Monitoring and Evaluation Plan for the threshold in coordination with MCC and associated independent consultants, including advising on the performance indicators to be monitored, baseline data collection activities and methodology to be employed in support of evaluations;
* Ensure that the Monitoring and Evaluation Plan is updated annually as improved information becomes available (updating indicators, baselines, and targets upon the receipt of new or higher quality data);
* Ensure that data reporting processes are established with all responsible parties for quarterly reporting of monitoring indicators in the indicator tracking table (ITT) as outlined in the M&E Plan.
* Identify and obtain relevant source documentation for reported data in the ITT from responsible parties; submit the source documentation to MCC as part of the ITT package with a clear explanation of data quality concerns.
* Responsible for managing the work necessary to test key assumptions and evaluate results/completion risks as relevant to the project logic for Threshold investments;
* Clarify the core information needs of primary stakeholders in MCC and the MCA-K Supervisory Board and Stakeholders’ Committee;
* Review the quality of existing social, economic and sector-specific data in Kosovo, the methods of collecting it and the degree to which it will provide good baseline and follow-up statistics for impact evaluation and activity performance monitoring;
* Based on the review of existing data, draw up TORs, design and cost estimation for baseline surveys and needs assessment surveys where primary data are necessary;
* If needed, develop the technical requirements for, and continual improvement of a centralized Management Information System;
* Collaborate with government ministries/agencies regarding data collection approaches and management information systems, ensuring high quality data for reporting and evaluation purposes;
* Guide and supervise organizations that are contracted to implement special surveys and studies required for evaluating program impacts and performance;
* Maintain regular communication with MFK CEO, MCC M&E staff and the MCC country economist, updating MCC and MFK staff on the status of M&E activities (such as data collection, reporting requirements, impact evaluations, etc.) and economic analyses, identifying risks to results and/or the economic logic of the projects, and the causes of potential bottlenecks in project implementation;
* Ensure that the MFK Web page contains all up-to-date relevant reports and M&E related data quality and/or performance audit findings for public access by the program stakeholders;
* Ensure that each activity’s monitoring arrangements comply with the Threshold agreement and, in particular, the provisions of this agreement are fully observed in the design of Program M&E;
* Inform and participate in external supervision and evaluation missions – of funding and other agencies – by screening and analyzing monitoring reports as well as by furnishing direct personal knowledge of the field situation;
* Plan for regular opportunities to identify lessons learned and implications for the Program’s next steps;
* Carry out contracting of a third party to perform periodic data quality assessments to ensure the highest possible quality in reported data and to understand where there are unavoidable weaknesses in the data quality;
* Facilitate discussions on the project logic and the indicators to track results.
* Responsible for managing analytic work to identify beneficiary populations materially affected by the implementation of the Threshold program by age and gender and to identify the feasible scale of effects upon these groups for the design of impact evaluations;
* Respond to MCC requests for information on data sources, data measurement methods, frequency of data collection, and disaggregation. Monitor and update all M&E budgets (estimated contract values, cash disbursements, and timelines) work plans, and Contracts.
* Participate in program closure process and preparation of program completion report;
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| **Requirements** (*Education, Experience, Technical Competencies*) |
| * Advanced degree (Masters or higher) in Economics, Statistics or a related subject;
* Five (5) or more years’ experience, including in managing teams that conducted quantitative and qualitative analyses of programs, including a minimum of five (3) years of experience in Monitoring & Evaluation or related data collection and analysis;
* Excellent organization, time management, and project management skills;
* Excellent communications and stakeholder management skills
* Excellent initiative and a drive to problem solve issues toward achievement of organization mission
* Previous managerial/supervision experience, including ability to clearly delegate tasks and hold oneself and team members accountable toward organization’s mission;
* Strong ability to multitask and manage complex programs with many moving parts and relationships;
* Strong and demonstrable skills in technical aspects of procuring services (market research, drafting of terms of reference, cost estimation for services required), and contract management;
* Workable understanding of M&E data systems/tools and qualitative and quantitative evaluation methods;
* Knowledge of the design and execution of empirical economic research, including the implementation and analysis of household and enterprise surveys;
* Experience with data quality assessments and reviews;
* Willingness to undertake regular field visits and interact with the different stakeholders;
* Strong analytical and report writing skills;
* Proven ability to work in both national and international contexts;
* Demonstrated experience in one or more of the following statistical analysis software and databases, such as STATA, SPSS, SAS, CSPRO, Access, Excel;
* Proficiency in English and Albanian required. Proficiency in additional local languages desirable.

**Desired Experience and Skills:*** Experience working in the energy, governance and/or open data sectors preferred;
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| This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization’s strategic direction and structure. Revisions to the description are subject applicable HR policies and procedures, and official versions of each Position Description are maintained by Human Resources. |

# Recruitment Process

How to Apply

To apply for this role please complete and submit the structured application form, downloadable as a PDF document, no later than 17.00 CET on Wednesday, March 11th, 2020 and email this to: office@millenniumkosovo.org, with subject: name of position you are applying. **You will receive an e-mail confirming receipt of your application.** All information (including the structured application form) can be found at [www.](http://www.mfkjobs.org/)millenniumkosovo.org.

**Late applications will not be accepted.**

Applications must be completed in English, since this is the working language of the Millennium Foundation Kosovo Program.

If for any reason you are unable to send your completed application via email please contact us via the office@millenniumkosovo.org email address as soon as possible so that we can try to make alternative arrangements.

Please note, the application form has been designed to enable you to provide specific evidence of how your experience meets the post’s essential and desirable requirements and therefore will be of particular importance in the shortlisting process, so you should complete the questions as fully as possible. Other documents, such as CVs, will **not** be considered within the application process.

Overview of the Process

The Recruitment Team will acknowledge your application as soon as possible after its safe receipt and in due course advise you of the outcome of the shortlisting meeting. Depending on the number of applications received there may be a second stage shortlisting exercise.

Applications will be sifted to select those demonstrating the best fit with the post and invited to take part in a selection process. This selection process may also involve other forms of assessment to support the selection panel’s decision making. Full details of the next stage selection and assessment process will be made available to short listed candidates once the sift has been completed, but for certain the process will include a competency based interview in which candidates will be asked to describe examples to prove to the panel their capability in the key competencies required for the role.

 Indicative Timeline

Please note that these dates are indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let the Secretariat to the Panel know as soon as possible, via the office@millenniumkosovo.org email address.

The anticipated timetable is as follows:

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| --- | --- | --- | --- |
|  | Closing date |  | 17.00 CET, March 11, 2020 |
|  | Notification of Shortlisting Outcomes | Week of March 16, 2020 |
|  | Interviews | Week of March 23, 2020 |

# Terms, Conditions and Benefits

Appointment Term

The Millennium Foundation Kosovo Program is scheduled to end on September 2021, therefore, the appointment of the Monitoring & Evaluation/Economic Analysis Specialist will mirror this period, subject to the satisfactory completion of a probationary period and on-going performance reviews.

Working Arrangements

The usual working hours are 40 per week

Salary

The position is located in Band C of the International Public Sector grading - gross €1,570 – €1,805 per month.

Location

Prishtina, Kosovo. Applicants must be citizens of Kosovo.

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Program. They are required to declare any relevant business interests, share-holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published. If you believe you may have a conflict of interest, please contact the Appointing Panel Secretariat via email at office@millenniumkosovo.org, preferably before submitting your application.

Equality and Diversity

The Millennium Foundation Kosovo is committed to providing fair and equitable treatment in employment to all people with regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.