



**Vacancy Announcement No. ISA-SFI.2021002  
Monitoring and Evaluation Specialist  
(National Officer)**

<b>Publication Date:</b>	<b>2 June 2021</b>
<b>Deadline for Application:</b>	<b>29 June 2021 (at midnight IST)</b>
<b>Title:</b>	<b>Monitoring and Evaluation Specialist</b>
<b>Grade</b> (as defined in the salary scales applicable in the United Nations Common System):	<b>National Officer-Level C</b> (Only Indian nationals will be considered)
<b>Duration of Appointment:</b>	<b>One year, with possibility of extension (as per ISA Regulations)</b>
<b>Duty Station:</b>	<b>Gurgaon, Haryana, (Delhi) India</b>
<b>Expected date of joining Duty Station:</b>	<b>As soon as possible (Working remotely is also an option depending on the pandemic situation)</b>

### **Background**

The International Solar Alliance (ISA) is an international organization headquartered in Gurgaon, National Capital Region of India. The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of the ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

The Monitoring and Evaluation (M&E) Specialist will be responsible for the design and implementation of the monitoring and evaluations plans, strategies and activities for the various projects and activities developed within the ISA and will work under the guidance and supervision of the Resource Mobilization Officer. The M&E Specialist will have a key role for the due reporting process with the objective of systematically communicating and

ensuring accountability of results for the various projects implemented by ISA programmes, governments and development partners and others as applicable.

## **Duties and Responsibilities:**

### **1. Program design and implementation**

- Design and implement results-based monitoring, evaluation and learning tools, plans, strategies, and activities.
- Develop and implement a monitoring, evaluation and learning plan for ISA programmes, projects, and activities.
- Provide support in the design of programmes, projects and activities document to ensure the appropriate application of monitoring, evaluation and learning, quality assurance and internal control mechanisms.
- Plan, manage and oversee thematic, programme, projects evaluations, assessments, and studies.

### **2. Program monitoring, reporting and evaluation**

- Preparation of quarterly, semi-annually and annual Results Reports based on Monitoring, Evaluation, and Learning (MEL) framework.
- Prepare results reports as per the requirements established by ISA senior management.
- Prepare results reports as per the requirements of the Donors where applicable.
- Provide and track key indicators in line with relevant Results-based Monitoring, Evaluation, and Learning (MEL) frameworks.
- Produce and commission monitoring evaluations, and learning-related documents and reports.
- Provide guidance on monitoring, evaluation and learning policies, procedures and practices to the Lead Resource Mobilization Specialist and ISA's senior management.

### **3. Implementation of M&E and Coordination**

- Follow up and support the implementation of recommendations arisen from Monitoring, Evaluation, and Learning (MEL) activities proposing adequate management response and actions and ensure proper communication of results.
- Ensure quality assurance/control and compliance with established MEL standards of Programme and Projects Implementation Unit and funding partners requirements.
- Participate in joint monitoring and evaluation exercises with partners and stakeholders.
- Maintain close dialogue with partners including government institutions, CSOs, academia and private sector for Monitoring, Evaluation, and Learning (MEL) activities.

- Organize, coordinate and lead monitoring and evaluation missions and events.

#### **4. Knowledge Management**

- Facilitate knowledge management and ensure programme, projects and activities are informed by lessons learnt arisen from reviews and evaluations.
- Participate in monitoring, evaluation and learning capacity-building events and trainings and facilitate the dissemination of knowledge and expertise acquired within ISA and among relevant partners and stakeholders.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice to the Lead Resource Mobilization Officer on improving project performance using M&E findings.

#### **Competencies**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:** Ability to plan and organize assignments. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates high degree of autonomy in the discharge of assignments.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Leadership:** Proven ability to lead teams of diverse staff; training and develop staff; successful counsel and conduct performance management; provide vision and direction to a team and lead the team to undertake innovative work.

## **Qualifications**

### **Education:**

- Master's degree or equivalent in international relations, political science, business administration, public administration, engineering, economics, project management or related social sciences.
- Applicants with bachelor's degree combined with two additional years of relevant experience may be considered.

### **Work Experience:**

- Minimum 5 years of relevant experience in monitoring and evaluation, preferably with 2 years of which are related to energy issues/programmes; proven relevant experience in coordinating and communicating with government institutions, CSOs and academia.
- Relevant experience using a variety of monitoring and evaluation tools and methods for analysis, forecasting, and other data modelling experience, highly desirable.
- Relevant experience in preparing results reports in the development and/or energy field is desirable;
- Relevant experience using a variety of monitoring and evaluation tools and methods for analysis, forecasting, and other data modelling experience, highly desirable.
- Relevant experience working with regional/international institutions/private sectors/donors in the sector of renewable energy will be an advantage.
- 2 years of field level relevant project implementation experience in a developing country is highly desirable.
- Preference will be given to candidates who have at least 2 years of relevant international experience.

### **Language and IT skills:**

- The role demands substantial writing and verbal communications skills. As English is the official and working language of the Organization, excellent command of both written and spoken English is required.
- Knowledge of other languages (i.e., French, Spanish and Arabic) would be an advantage.
- Satisfactory skills in Outlook, MS Office products, and various ERP systems is highly desirable.

## **Recruitment Guidelines**

Qualified candidates must apply for the above-mentioned vacancy on-line, through ISA's portal. Any applicants who have difficulties applying through the online portal should immediately contact the ISA secretariat at [recruitment@isolaralliance.org](mailto:recruitment@isolaralliance.org).

The ISA is striving to achieve gender parity at all levels as it proceeds with the recruitment of both locally and internationally recruited staff. In this regard, female candidates are strongly encouraged to apply for all positions within the organization.

The ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

The ISA retains the right to cancel the selection process if it is determined in the best interest of the Organization.

The ISA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

*In addition to the salary, the ISA will provide the following allowances to the selected candidate:*

- a. Dependency allowances (for eligible spouse and up to 3 children)*
- b. Annual and sick leave (Annual leave accredited at 2.5 days per month)*
- c. Health insurance premium contribution as per ISA rules*
- d. Pension contributions (ISA will contribute a lump sum payment equivalent to UN common system rates (15.8% of net salary).*
- e. Income tax reimbursement (the ISA provides for national income tax reimbursement upon proof of payment*