

Terms of Reference for Full-time Consultant Recruitment

I. Position Information	
Job code title	: MEL and Gender Specialist
Location	: PMU RIMBA / ATR BPN Office Jakarta
Duration of contract	: 12 month and possible of extension
Supervisor	: RIMBA Team Leader
II. Project Context	
<p>The RIMBA Ecosystem Corridor Strengthening Program (RIMBA Project) is a grant project funded by the Global Environment Facility (GEF) through the United Nations Environment Programme (UNEP). It is implemented by the Directorate General of Spatial Planning, Ministry of Agrarian and Spatial Planning/National Land Agency (ATR/BPN), supported by a Project Management Unit (PMU) based in Jakarta and Project Implementation Units (PIUs) in Riau, Jambi, and West Sumatra Provinces.</p> <p>The RIMBA corridor covers approximately 3.8 million hectares, connecting conservation areas such as Kerinci Seblat National Park, Bukit Tigapuluh National Park, and Berbak National Park. The project aims to protect biodiversity and increase carbon stocks by promoting green economy practices that involve the government, the private sector, and local communities.</p> <p>To ensure accountable implementation and inclusive results, the project requires a specialist capable of managing monitoring, evaluation and learning (MEL) systems and mainstreaming gender aspects across all activities.</p>	
III. Functions / Key Results Expected	
A. Monitoring, Evaluation, and Learning	
<ol style="list-style-type: none"> 1. Develop an annual MEL plan, including clear indicators, monitoring approaches, data flow mechanisms, and data collection templates. 	

2. Collect and verify project progress data from national and field levels, and compile them into project-level reports.
3. Monitor and update project target achievements under the Results Framework every six months and provide recommendations for project improvement.
4. Prepare MEL inputs for annual reporting as required by the grant agreement.
5. Produce and present MEL reports to support management decision-making.
6. Coordinate with the GIS Specialist for spatial data, PIU Coordinators for non-spatial data, and the Communication Specialist for knowledge management (KMIS).

B. Gender Mainstreaming

1. Identify gender issues affecting program implementation.
2. Analyze participation gaps between women, men, and marginalized groups.
3. Develop recommendations and strategies to integrate gender equality and social inclusion into the RIMBA Program.
4. Ensure the implementation of gender strategies at both central and regional levels.
5. Collaborate with the project team to promote inclusiveness and women’s empowerment in all activities.

IV. Impact of Results

To provide a specialist responsible for planning, implementing, and reporting on project monitoring and evaluation, while ensuring the integration of gender perspectives throughout the RIMBA Program.

V. Key Deliverables

No	Deliverable	Frequency
1	Annual MEL Plan	Once per year
2	Six-Monthly Project Target Monitoring Reports	Twice per year
3	Annual Project Report (as required by grant)	Once per year

4	Gender Strategy and Implementation Recommendations	Once per year
5	End-of-Assignment Final Report	Once

VI. Competencies

- Strong report writing skills and proficiency in English (written and spoken).
- Ability to work in a team and under strict deadlines.
- Ability to manage multiple tasks independently with minimal supervision.

VII. Education

Education:

Minimum Bachelor’s degree (S1) in Social Sciences, Humanities, Science and Technology, Environment, or related fields (Statistics, Development Studies, Anthropology, etc.) from an accredited university.

Experience:

- At least 5 years of experience in MEL design/implementation at the project level.
- Experience working on gender issues and gender equality strategies.
- Previous experience in international development projects or foreign-funded grants is preferred.

VIII. Signatures- Job Description Certification

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

[Note: ToR/Job Description Should Not Exceed 2 Pages]