

I. Position Information	
Consultancy Title	Monitoring & Evaluation and Safeguards Specialist
Project	Strengthening Conservation and Resilience of Globally-significant Wild Cat Landscapes through a Focus on Small Cat and Leopard Conservation
Organization	Global Tiger Forum
Supervisor	National Project Management Unit
Duty Station	New Delhi (with extensive travel to project sites)
Duration	3-6 months (subject to extension based on performance evaluation)
No. of positions	1
Consultancy Fee	Based on experience and skills

II. Background:
The Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India, with State Governments of Arunachal Pradesh, Rajasthan, and Uttar Pradesh, UNDP and the Global Tiger Forum is implementing a GEF funded project: Strengthening conservation and resilience of globally significant wild cat landscapes through a focus on small cat and leopard conservation. This project aims to strengthen conservation of globally-significant wild cat landscapes in northern, north-eastern and western India through a landscape conservation approach for wild cats that brings together species conservation programs, connects stakeholders and empowers communities, and operates across PAs, tiger corridors and buffer zones. The project has four complementary components (i) Build the required enabling framework and institutional capacities, (ii) strengthen government management of wild cats and habitat, (iii) build community stewardship at landscape level (iv) enhance private sector partnerships, regional collaboration and knowledge transfer and learning supported by gender mainstreaming and monitoring and evaluation. The services of a Monitoring & Evaluation (M&E) and Safeguards Specialist are sought to perform the tasks listed in Section III – Duties and Responsibilities.

III. Duties and Responsibilities:

The M&E and Safeguards Analyst will have responsibility for the delivery of M&E and social and environmental safeguards plans. The position will lead to the implementation of safeguards requirements, as well as coordination on safeguards across the project agencies.

Specific tasks include the following:

M&E:

- Monitor project progress and participate in the production of progress reports including PIR ensuring that they meet the necessary reporting requirements and standards;
- Update results framework indicator data for Project Implementation Reports, Mid-Term Review (MTR) and Terminal Evaluation (TE)
- Ensure project's M&E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF; develop project-specific M&E tools as necessary;
- Ensure updating of the GEF Core indicators for the project for reporting to the GEF prior to MTR and TE
- Facilitate coordination between GEF Agencies on the application of safeguards standards and management requirements
- Ensure alignment of project M&E with Global Wildlife Program M&E requirements
- Oversee and ensure the implementation of the project's M&E plan, including a periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- Support the capacity building of the Project Management Units in ensuring effective delivery of M&E and safeguards functions as part of the project
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Coordinate and facilitate logistics for mid-term and terminal evaluations of the project; including management responses;
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;
- Review and revise annual work plan activities based on lessons learned
- Support project site M&E and learning missions;
- Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.

Safeguards:

- Coordinate the development, implementation and monitoring of any required ESIA's and safeguards plans to ensure that UNDP's SES policy is fully met and the reporting requirements are fulfilled
- Ensure social and environmental grievances are managed effectively and transparently;
- Review the SESP regularly, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensure full disclosure with concerned stakeholders;
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation

IV. Competencies	
Technical Competency	• Excellent drafting and technical report writing skills, and a high-level of computer literacy. Proficiency in Microsoft Office (Word, Excel, PowerPoint) is required. • Knowledge of Environmental and Social Assessment and Management Plans, and the ability to conduct M&E in this scope • Proven record of similar documentation work at the National level • Knowledge of sustainable development concepts, principles and issues, and the ability to apply such solutions across strategic and/or practical situations, covering the economic, social and environmental dimensions.
Management skills	• Ability to demonstrate self-motivated persistent follow-up with diverse executing entities including office visits and field follow-up • Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships.
Communication Skills	• Good personal organization, interpersonal and communication skills are desirable.

V. Qualification	
Education:	Master's degree or above in environment, ecology, sociology, or a closely related field. Certificates and Training in M&E and/or environmental impact assessment are desirable.
Experience:	• At least 6 years of practical experience in M&E capacity with international development programs/projects sponsored by international agencies is required. • Prior experience of working on M&E and safeguards in GEF or other donor funded projects • Experience in undertaking follow-up actions for an M&E plan, logical framework and surveys. • Excellent experience in drafting, writing and reviewing reports, • Experience in preparation and project implementation follow-up at the office and in the field is required • Technical background and experience in developing safeguards • Knowledge of human rights (including human rights-based approach and human rights impact assessment); gender equality and women's empowerment (including gender mainstreaming and gender analysis) • Demonstrated knowledge of cultural heritage (including chance find procedures, physical and intangible cultural resources)
Language Requirements:	Fluency in Hindi and English (both oral and written) is required.
VI. How to Apply	
Application procedure	Applicants need to send an email to research@globaltigerforum.org with the subject line "Application for the post of <i>M&E and Safeguards Specialist – Small wild cat project</i>," along with the following documents: 1) Copy of your updated Curriculum vitae (CV) 2) One-page Statement of Purpose (SOP)
Last date of submission	31 July 2026