

Job Description: M&E (Monitoring and Evaluation) Specialist PS-HOST

Reports to	Team Leader
Direct Subordinates	N/A
Location	Tbilisi, Georgia
Duration	01/08/2026 -31/07/2030

General context for the position

Swisscontact – the Swiss Foundation for Technical Cooperation – is a leading organisation in international development and cooperation, operating worldwide since 1959. It is the business-oriented independent foundation for international development cooperation and is represented in 41 countries with over 1200 employees. Since 1994, Swisscontact has been operating in seven developing countries in Eastern Europe, contributing to stronger economies and societies.

Swisscontact is preparing to launch a new initiative to support Georgia's hospitality sector, positioning the private sector as a key driver of industry-relevant skills development. The project, **Private Sector-driven Hospitality Skills for Employment (PS-HOST)**, is envisioned to enhance inclusive employment in the industry and create better income opportunities for youth, women and men—particularly disadvantaged groups from rural areas. To achieve this, the project will contribute to the development of a private sector-driven, Swiss-quality skills development ecosystem that delivers market-relevant training, career guidance, recruitment services, and innovative financing solutions.

The project aims to address systemic challenges in the hospitality labour market, including the shortage of skilled personnel, low service quality, high staff turnover, and limited access to quality training for rural underserved populations. Through strong collaboration between the private sector, public institutions, and Swiss partners, the project will promote sustainable workforce development and contribute to the long-term competitiveness of Georgia's hospitality sector.

Purpose of the Position

Reporting to the Team Leader with close collaboration with Head of M&E, Coordinator is responsible to develop and maintain M&E system, including data collection, storage, and visualisation, and supporting and informing adaptive management processes in the project.

Tasks and Responsibilities

PS-HOST Project

Directly support the functioning of the project M&E system

- Design and implement M&E system
- Develop and coordinate the e-monitoring system – including electronic data entry and dynamic data visualisation under Head of M&E guidance
- Maintain documentation systems in compliance with the DCED-standard and quality assurance (including evidence files) under Head of M&E coaching and guidance.
- Data collection through direct interviews and the coordination of field studies implemented by the third-party research firms and/ or individual contractors directed by the project (enumerator pool). Make initial raw data analysis and develop respective reports on raw data-technical reporting. Develop respective benchmarks. Ensure using M&E tools by the team and coordinate with Team Leader new tools development.
- Take a lead role in developing of methodologies and data collection plans, as well as collect data to measure indicators and results at all levels of the impact logic and capturing wider systems changes, such as copying, and crowding in (AAER framework: Adopt, Adapt, Expand, Respond); and, where required, collect data that can inform and reviews of the system level (helicopter lens and intervention lens assessments) and respectively develop sector strategy.
- Develop M&E-manual of the project with bespoke guidance reflecting the specific needs of the project with support of Head of M&E
- *DCED Audit:* support project staff in the preparation for any DCED-audit required during the phase (documentation, internal processes) and ensure compliance with the Standard with support of Head of M&E

Coordinating M&E activities/ inputs with the team

- Support team to conduct results measurement activities, collating, and presenting data, and supporting impact and outcome assessment activities, and external studies with research partners. Manage the enumerators pool.
- Develop intervention plan together with the project staff, including results chains, monitoring plans, and assessment methods (enquiries, data collection etc.); and regularly review monitoring plans and assessment methods (enquiries, data collection etc.) and ensure their implementation alongside the project team with technical guidance of Head of M&E
- *Participate in project steering activities, particularly:*
 - Regular intervention steering together with the project staff, including progress against results chains regularly and advise on improvements in the monitoring of interventions.
 - ‘intervention’ and ‘helicopter’ lens review meetings, including collecting data from measurement plans and or sector strategies project staff on measurement improvements.
- Support project team to interpret and consolidate data and develop reporting on results.
- Ensure training of project staff in establishing and managing an MRM system consisting of logframe, results chains, monitoring plans and data collection tools, and capturing and documenting key relevant learning point

Support Knowledge and Content Management (KCM) processes with supervision of Head of M&E

- Contribute to the capturing and documentation of key relevant learning points through KCM (Knowledge and Content Management) processes from interventions to inform project steering.
- Contribute to Swisscontact communities of practice (CoPs) and other M&E thematic working groups internally and externally as directed by the Supervisor.

Other

- Liaise with the M&E Regional Advisor for the EAE region as defined and agreed by the Head of M&E
- Other reasonable tasks as assigned by the supervisor/ the team Leader

Working Conditions and Environment

According to Country Manual/ Operations Manual

Requirements

- Master's degree in statistics, business administration, economics, development, or equivalent education.
- Competencies in, or familiarity with, results measurement systems that have been consistent with the *Market System Development* (MSD), *Vocational Skills Development* (VSD) and *Private Sector Engagement* (PSE) approaches.
- At least four- years of work experience in managing monitoring and results measurement systems
- Familiarity with the *Donor Committee for Enterprise Development* (DCED) Standard would be an asset.
- Experience in ensuring the mainstreaming of gender equality and social inclusion principles in development projects.
- Experience in capacity building of project staff in monitoring and results measurement.
- Respect and transparency in dealing with others, and excellent organisational and interpersonal skills.

How to apply

Are you interested in a fascinating job in an international context, and strive for contributing to excellence and making a difference? We offer a challenging scope of duties and believe strongly in personal responsibility. In view of team composition, applications by female candidates are highly encouraged.

Send a CV (no more than 4 pages) and a cover letter (max. 1 page) in English stating why you are interested in working with Swisscontact as M&E Specialist to info.georgia@swisscontact.org

- Please write this subject in your e-mail application: Job applicant: M&E Coordinator: **Private Sector-driven Hospitality Skills for Employment (PS-HOST)**. Only shortlisted candidates will be contacted.
- The deadline for applications is 20 Jun 2026.