

Band 4 - National Personnel	Advisor on Monitoring & Evaluation and project management
Reports to:	Team Leader
Deputy:	

Project: Economic promotion of MSMEs in Azerbaijan

Location of the project office – Baku, Azerbaijan

Duration: **1st December, 2025 – 31th October, 2026.**

The project Economic promotion of MSMEs in Azerbaijan - is a regional South Caucasus programme, commissioned by the German Federal Ministry for Economic Development and Cooperation (BMZ), that has been launched in 2023.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a service enterprise for development cooperation with international operations and global experience. Owned by the Federal Republic of Germany, GIZ operates as a private-sector enterprise to make sustainable improvements to the living conditions of people in partner countries world-wide.

The project Economic promotion of MSME in Azerbaijan aims to promote economic development by enhancing access to services, income opportunities, and local participation, with a particular focus on women. It adopts a holistic approach to strengthen institutional capacities and initiatives at local level that facilitate economic participation. Through the joint efforts of governmental and other relevant actors, the project facilitates tailored demand-oriented training, and support structures aligned with local needs.

To reach its aim of promoting economic development through enhancing access to services, income opportunities, and local participation, the project carries out activities in the following 3 fields of action:

1. Strengthening services for economic participation to improve the capacity of public and other relevant actors to design and deliver services that support economic progress.
2. Improving economic prospects through the enhancement of local economic opportunities and MSMEs support.
3. Supports local initiatives and cooperatives to take up an active role for inclusive economic transformation.

Throughout all project activities, participation of women and youth is a priority which is also reflected in the programme's indicators.

The project is looking for an **advisor on monitoring, evaluation and project management** who will combine technical leadership in M&E with advisory and coordination support for the overall project implementation in Azerbaijan. The advisor will lead the development, implementation, and continuous improvement of the project's M&E framework, while also contributing to strategic planning, partner coordination, and operational project management to ensure effective delivery of results and alignment with regional objectives, in close coordination with the regional M&E unit and the Team Leader.

Responsibilities:

The advisor will be based in Baku, with sporadic potential travels across the country will lead the implementation and continuous improvement of the project's M&E framework in Azerbaijan, ensuring high-quality data collection, analysis, and learning processes that inform decision-making and reporting.

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The main responsibilities include but are not limited to:

Monitoring and Evaluation:

- Lead the implementation and coordination of the project's M&E system in Azerbaijan in close cooperation with the regional M&E officer.
- Develop and update tools, indicators, and data collection methodologies consistent with GIZ quality standards and the project regional logframe.
- Plan and conduct qualitative and quantitative data collection (surveys, focus groups, key informant interviews).
- Analyze and interpret data to generate insights, lessons learned, and evidence-based recommendations for project steering.
- Ensure quality assurance and timely submission of M&E reports, including contribution to the programme's annual progress report.
- Coordinate and provide technical guidance to implementing partners and consultants on M&E and reporting requirements.
- Facilitate learning and reflection sessions within the team to promote adaptive management.

Strategic and operational support:

- Contribute to activity planning, results-based management, and documentation of success stories and good practices.
- Support project steering and adaptive management through evidence-based advice.
- Liaise with relevant governmental and non-governmental stakeholders to align M&E approaches and share findings.
- Preparation of communication materials, knowledge products, and presentations for internal and external audiences.
- Supervise and ensure quality control of data collection by external service providers and consultants.
- Provide M&E-related training and coaching to project staff and partners.
- Strengthen partners' capacity in results-based management, gender-sensitive monitoring, and participatory evaluation methods.

Project management and advisory responsibilities

- Support the Team Leader in planning, coordination, and monitoring of project implementation, ensuring coherence between M&E findings and operational decisions.
- Coordinate selected project activities and partner engagements in close consultation with the technical team and the regional coordination unit.
- Oversee timelines, deliverables, and budget use for assigned activities, ensuring compliance with GIZ standards and procedures.
- Contribute to the drafting of Terms of Reference (ToRs), contracts, and technical inputs for service providers and implementing partners.
- Participate in the design and management of open calls for proposals, selection processes, and follow-up monitoring of awarded initiatives.
- Represent the project in technical meetings and coordination platforms when delegated by the Team Leader.
- Support internal reporting by integrating monitoring insights with operational progress updates and lessons learned.

Required qualifications, competences, and experience:

Qualifications:

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- A university degree (Master's preferred) in sociology, economy, political science, gender, women studies, education, conflict studies or related social sciences fields.

Professional experience:

- Minimum 5 years of relevant professional experience in project management, monitoring and evaluation, and/or advisory roles preferably within international cooperation.
- Proven experience in designing, implementing, and managing M&E systems and tools.
- Experience in data collection, analysis, and visualization (quantitative and qualitative).
- Experience working with or on issues related to displacement, livelihoods, gender equality, and social inclusion is an asset.

Other knowledge, additional competences:

- Excellent command of Azerbaijani and English; knowledge of German is an asset
- Willingness to travel regularly within the country, including to rural districts, and occasionally abroad
- Work/ study experience in rural districts
- High working level knowledge of MS Office programs.
- Quick learner
- Absolute team player
- Good knowledge of rural regions of Azerbaijan
- Strong ability for self-motivation, self-organization, priority-setting
- Excellent interpersonal and communication skills

Qualified candidates are kindly asked to send their applications by e-mail to: hr.azerbaijan@giz.de

Please indicate the name of the position (**Advisor M&E**) you are applying for in the subject line of the email.

Application deadline: **15.11.2025**

Only shortlisted candidates will be contacted.