



Job Description

Job Title:	Monitoring, Evaluation & Learning Adviser
Location:	Suva
Work Unit:	Strategy, Performance and Learning (SPL)
Responsible To:	Team Leader, Monitoring, Evaluation and Learning (MEL)
Responsible For:	No direct report
Responsibility under the SPC Strategic Plan	Primary focus: Objective d. in SPC's Strategic Plan 2016-2020: "Improve planning, prioritisation, evaluation, learning and innovation" . Also work with the SPL team to support the other objectives.
Job Purpose:	The MEL Adviser is responsible for providing organisation wide, high level advice and support on monitoring, evaluation and learning to enhance development effectiveness. The role will provide leadership for MEL work within SPC, including implementation of the Planning, Evaluation, Accountability, Reflection and Learning (PEARL) policy, through evidence-based advice and technical guidance to sectoral and operational business plans, results frameworks, evaluations and reports.
Date:	September 2020

Organisation Context:

The Pacific Community has been providing scientific and technical services to the Pacific region, since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture. SPC has a Strategic Plan 2016 – 2020 that sets our goals and objectives. The Plan was developed with members and its implementation is guided by a Sub Committee of our governing body.

Goal 1: Pacific people benefit from sustainable economic development

Goal 2: Pacific Communities are empowered and resilient

Goal 3: Pacific people reach their potential and live long and healthy lives

The Strategy, Performance & Learning (SPL) is a specialised unit within the Office of the Director-General, with responsibilities for developing methodology, capability and practice for monitoring and reporting against the SPC Strategic Plan. SPL has staff based at our headquarters in Noumea, as well as our regional

office in Suva. We provide whole of organisation service (Secretariat and member) through: i) Strategy and Planning; ii) Monitoring, Evaluation & Learning; iii) Programming and Design. We:

- engage respectfully with members, partners and staff to strategize the Pacific Community that is fit for present and resilient and ready for the future.
- design, convene and moderate purposeful dialogue to find common understanding on the complex development issues and priorities for members and the region.
- co design country specific, integrated and innovative solutions and accompany others to work together in new ways to create systemic change.
- define shared objectives and goals and hold ourselves to account through monitoring, evaluating and reporting our results and impact
- catalyse and empower organisational reflection and learning to encourage improvement, adaptation and experimentation.

Our work is focussed on creating the conditions for change, grounded in contextually relevant and culturally responsive practice.

SPC has invested human resource and capacity in strengthening its corporate planning, monitoring, evaluation and learning (PMEL) practices which are building corporate wisdom around what is working for whom and why in what time frames and under which circumstances. In response to member feedback and a Mid Term Review of our Strategic Plan, we are implementing a five phased participatory process to co create the Pacific Community Strategic Plan 2021+. This includes designing contextually relevant monitoring and evaluation methodologies to better track, report and learn from our results and progress in implementing the new strategic plan.

The programmatic design approach utilises the learning from our M&E efforts, synthesises and applies it to identifying and designing development solutions to meet members’ development objectives through SPC scientific and technical capabilities. SPC recognises that this approach is evolutionary and will adapt as new evidence and learning arises. It implies a sound process of programme and project development, communications, reflection, and learning for an adjustment to internal processes, and evolution in the organisational structure. Overall, the efforts in strategy, planning, MEL, programming and design constitutes a positive shift in the way SPC conducts its business and seeks to maximise support to its members.



Key Result Areas:

The position of Monitoring, Evaluation and Learning Adviser encompasses the following major functions or Key Result Areas:

- a) Coordinate organisation-wide results reporting, learning and reflection.
- b) Provide MEL support to SPC divisions and operations.
- c) Develop and contribute to improved MEL practice, systems and tools across SPC, as well as among members and partners
- d) Contribute to a 'communications for impact' approach to communicating and utilising MEL products.

The requirements in the above Key Result Areas are broadly identified as follows:

Jobholder is accountable for	Jobholder is successful when
<p>1. Coordinate organisation-wide results reporting, learning and reflection (40%)</p> <p>Engaging with divisional MEL Advisors or focal points to guide corporately consistent data collection, monitoring, synthesis and reporting.</p> <p>Providing analytical thinking and in depth understanding of current and emerging approaches to planning, monitoring, and evaluating and learning at corporate and programmatic level.</p> <p>High level understanding of core principles of good practice in development covering areas such as: gender and social development dimensions; multi sector and integrated work and planning / programming for outcomes.</p> <p>Focus on PMEL for learning and adaptation in addition to accountability.</p>	<p>Timely and robust reporting of results achieved against divisional and Strategic Results Framework.</p> <p>Committee of Representatives of Governments and Administrations (CRGA) Subcommittee receive updates on testing, revising, improving and implementing results frameworks across SPC.</p> <p>SPC provides members and donors with reports on both the activities undertaken and the change arising from SPC technical and scientific work with members to meet their development goals.</p> <p>Corporate and Division management and MEL staff receive timely and useful advice, assistance and guidance on PMEL.</p>
<p>2. Provide MEL support to SPC divisions and operations, including support for evaluations, reviews, results frameworks and learning (30%)</p> <p>Apply technical knowledge and methodologies, analysis techniques, and MEL approaches to support Divisions in MEL to understand and report on impact</p> <p>Implement participatory and culturally responsive processes to develop theories and models of what success in country and at sector and divisional means</p> <p>Undertake processes to monitor and evaluate SPC work from projects, up to Divisions, with line of sight to strategic, whole of organisation and broader development commitments</p>	<p>Business plans and programme design include explicit theories of change, evidence based identification of priorities based on what is working for whom and why and appropriate results frameworks and MEL frameworks.</p> <p>Evaluations are well planned and oversighted to provide learning for SPC as well as programme and project improvement and donor accountability.</p> <p>There is line of sight between project and programme workplans, divisional and corporate business plans and the Pacific Community 2016 -2020 Strategic Plan.</p>

<p>3. Develop and contribute to improved MEL practice, systems and tools across SPC, as well as among members and partners (20%)</p> <p>Support the development and implementation of an MEL data management system for SPC</p> <p>Continued development and refinement of the PMEL toolkit, including developing tools, templates and guidance.</p> <p>Facilitating technical PMEL workshops, cross-divisional MEL group meetings; learning events, coordinating PMEL network, and supporting integrated ways of working.</p> <p>Support the development of MEL capability, through SPC-wide MEL group (MELnet), member countries and partners on the development of results frameworks and results reporting, and through facilitating action learning, intra-organisational networks and learning events.</p>	<p>Workshops receive positive feedback and real outcomes in terms of organisational learning.</p> <p>Improved PMEL practice evident through the uptake of advice, guidance and use of toolkit.</p> <p>MEL information is available and accessible through the MEL data management system, and utilised across the organisation</p> <p>SPC practices a PMEL culture of learning, adaptation and accountability.</p> <p>PMEL capability is shared and grown across the organisation.</p> <p>Learning events provide participants with new thinking, evidence for improved practice and lessons for adaptation.</p>
<p>4. Contribute to a ‘communications for impact’ approach to communicating and utilising MEL products (10%)</p> <p>Support the packaging and utilisation of MEL information and outputs.</p> <p>Identify communication needs and preferences in relation to MEL among the broad range of SPC stakeholders.</p> <p>Contribute to innovative and accessible ways to communicate MEL information, and support dissemination and ongoing information sharing.</p>	<p>SPC MEL information is available and accessible in a range of formats, and utilised by both internal and external stakeholders</p> <p>MEL information is utilised for a range of purposes</p>

Note

The above performance standards are provided as a guide only. The precise performance measures for the development process of this position will need further discussion between the jobholder and supervisor as part of the performance planning process.

Work Complexity:

Most challenging duties undertaken:

- Building and maintaining effective relationships across SPC to support PMEL work involving influencing and changing hearts and minds.
- Contributing to the data collection, quality assurance and synthesis in the development of reports to SLT and the CRGA subcommittee on organisation-wide performance against objectives of the Strategic Plan.
- Supporting SPL and the SPC-wide MEL network to build an evaluative and learning culture across the organisation

- Influencing and supporting SPC divisional staff without having line authority. Able to encourage the implementation of PMEL and corporate directions set by SPC's Executive with SPC programme staff.
- Working to tight deadlines with competing demands for reports on strategic direction and planning, results, donor relations and other SEPPF work priorities.
- Analysing and synthesizing MEL information from across SPC programmes to aggregate into whole of organisation performance information.
- Leadership, supervision and management of any interns and consultants reporting directly to the MEL Adviser.

Functional Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> • Development partners • Member country and territory stakeholders • CROP agencies • NGO staff • Consultancies and contractors • Academics • International Evaluation Societies • Media <p>Internal:</p> <ul style="list-style-type: none"> • SPL Director and team • SPC Executive team including the Director-General • Divisional directors, managers and other senior staff • Technical and administration staff in the divisions 	<ul style="list-style-type: none"> ▪ Liaison concerning coordination of SPC activities ▪ Facilitating effective information exchange ▪ Liaising and giving/receiving information ▪ Influencing and persuading ▪ Liaising and giving/receiving information ▪ Explaining and clarifying things <ul style="list-style-type: none"> ▪ Planning, facilitation, coordination ▪ Giving/receiving and informing ▪ Facilitating information exchange ▪ Explaining and mediating systems/databases ▪ Leading and supervising development of monitoring and reporting systems ▪ Giving and receiving information ▪ Gaining cooperation, influencing and negotiating

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Person Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Post-graduate master's degree in relevant field such as international development, evaluation, public sector policy, economics 	<ul style="list-style-type: none"> Post-graduate qualifications in project design or monitoring and evaluation.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years of relevant experience in monitoring, evaluation and reporting, on donor/grant-funded projects or programmes, with good understanding of international best practices in development effectiveness At least four years' experience in the design or management of evaluations At least 3 years of experience working on development sector MEL in the Pacific. Experience in international development, including design and implementation of MEL Frameworks. Strategic thinker with well-developed analytical skills and attention to detail. Skilled in project management and coordination Excellent communication skills in English (both oral and writing skills) and experience in communicating PMEL products for development effectiveness. High emotional intelligence Skilled in the development and use of databases for entering, processing/cleaning, and extracting data, including some experience with monitoring and reporting systems Ability to work in a multi-cultural and gender-sensitive environment. 	<ul style="list-style-type: none"> Broad ranging experience in monitoring and evaluation in various sectors such as organisational development, natural resource management, health, climate change, gender and social inclusion etc. Advanced report preparation skills Skilled in quantitative and qualitative research methods and data analysis Understanding of database design Working knowledge of French. Basic financial management experience Familiarity with SPC Corporate policies, strategies and MEL systems. Experience of working on MFAT, DFAT, EU, USAID and/or other large donor funded projects in the Pacific.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Monitoring, evaluation and reporting, on donor/grant-funded projects or programmes, with good understanding of international best practices and donor requirements Project management and coordination Influencing and relationship building skills Innovation and analytical skills and attention to detail
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	<ul style="list-style-type: none"> ▪ Meeting tight deadlines ▪ Results-oriented problem solving skills ▪ Oral and written communication skills in English
Advanced level	<ul style="list-style-type: none"> ▪ Facilitation of participatory processes, workshops and retreats ▪ Database skills for entering, processing/cleaning, and extracting data, including some experience with monitoring and reporting systems ▪ Familiarity with SPC Corporate policies and strategies ▪ Development issues in the Pacific ▪ Quantitative and qualitative evaluation methods and data analysis ▪ Report and technical proposal writing ▪ Decision making/problem-solving ▪ Quality and accuracy
Working Knowledge	<ul style="list-style-type: none"> ▪ Financial management ▪ Political awareness ▪ Staff management
Awareness	<ul style="list-style-type: none"> ▪ French language

Key Behaviours

All SPC employees are measured against the following **Key Behaviours** as part of Performance Development:

<p>1. Change and Innovation</p> <p>Stays informed and actively contributes to change initiatives</p> <p>Looks for ways to demonstrate innovation and initiative in work area</p> <p>Anticipates emerging issues and looks for ways to improve work practices.</p> <p>Takes a big-picture view of change and models a positive, constructive approach to managing it</p> <p>Focuses on benefits and ways of overcoming obstacles.</p>
<p>2. Interpersonal Skills</p> <p>Actively shares information with appropriate people and checks for understanding where necessary</p> <p>Presents clear, courteous and concise oral and written communications.</p> <p>Engages positively and persuasively with program stakeholders as appropriate.</p> <p>Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation.</p>
<p>3. Teamwork</p> <p>Actively co-operates and collaborates with others within own team and the wider organisation to further common goals</p> <p>delivers on personal commitments to team members</p> <p>Willingly lends a hand to others and is mindful of their needs</p> <p>Develops partnerships with clients as appropriate.</p>
<p>4. Promotion of Equity and Equality</p> <p>Demonstrates attitudes and behaviours that value, respect and protect diversity.</p> <p>Actively promotes equity (relating to e.g. gender distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability, age, position and other differences.</p> <p>Demonstrates consideration of diversity in the organisational setting e.g. taking into account language, timing, and venues when arranging meetings or other events.</p>
<p>5. Judgement</p> <p>Approaches a task/ problem in a practical, sensible way</p> <p>Identifies opportunities/anticipates problems and risks and is decisive.</p> <p>Gives sound advice.</p> <p>Seeks assistance if necessary.</p>
<p>6. Building Individual Capacity</p> <p>Seeks opportunities for continuous personal and professional growth within the context and nature of the organisation.</p> <p>Looks for ways to apply knowledge to the development of best practice in the workplace.</p> <p>Is open and welcoming of feedback and deals with it constructively.</p> <p>Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance.</p>

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the relevant Director. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.