



## JOB DESCRIPTION

**Job Reference:**

**Job Title:** **COUNTRY R2R PROGRAMME COORDINATION, MONITORING AND EVALUATION ADVISER (CCMEA)**

**Work Unit:** Ridge to Reef Programme, Geoscience Division of the SPC

**Responsible To:** **GEF Pacific Regional R2R Programme Coordinator**

**Responsible For:** The incumbent is accountable to and works closely with the **GEF Pacific Regional R2R Programme Coordinator**. The work is in relation to the implementation of the GEF Pacific STAR R2R Projects in 14 Pacific Island Countries.

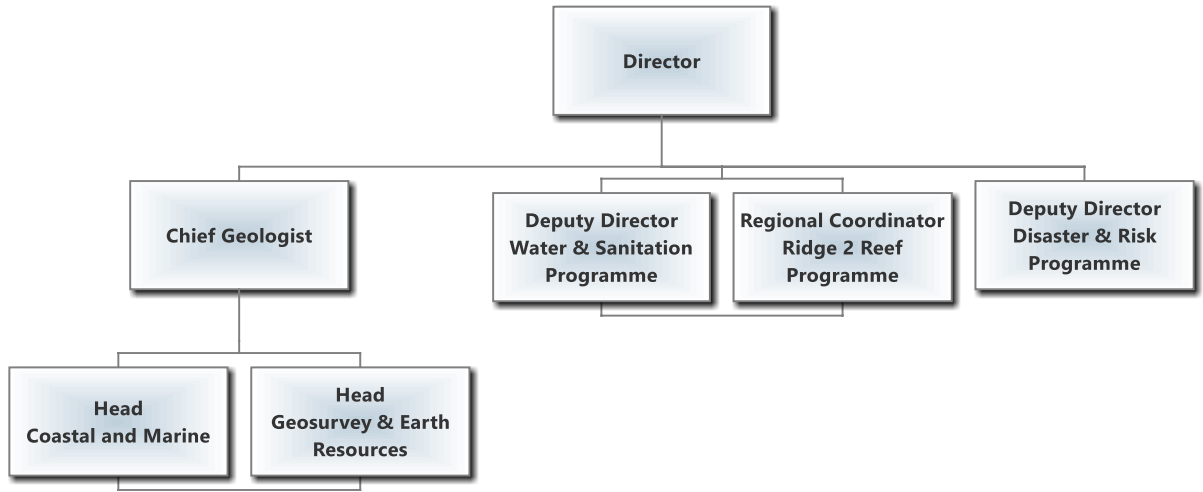
The **National GEF Pacific STAR R2R Coordinator** will be responsible to the R2R Programme Coordinator for all National Level Coordination of STAR projects, monitoring, evaluation and reporting.

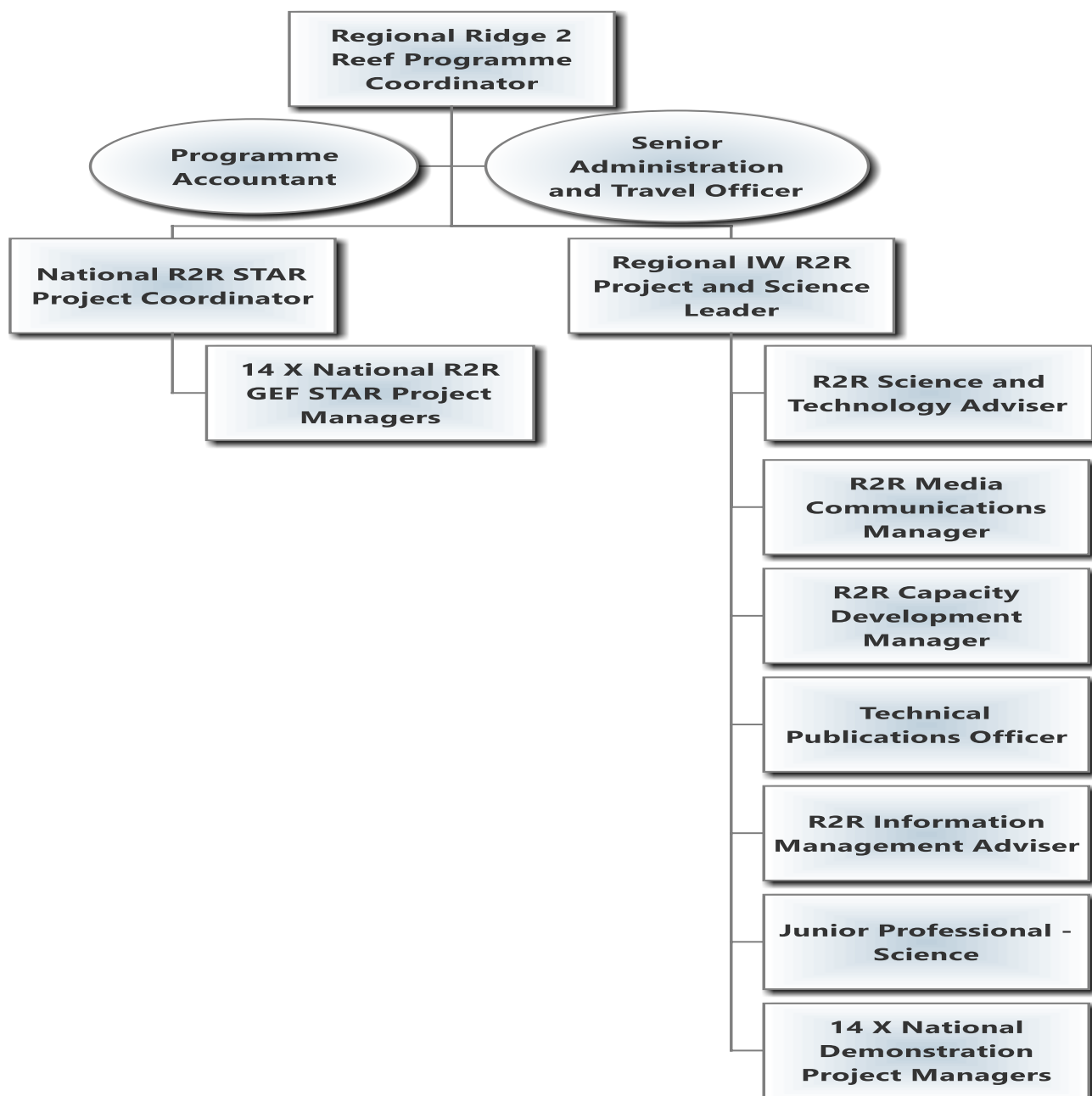
**Job Purpose:**

The position provides advocacy for closer national, sub-regional and regional cooperation and the sharing of lessons learned and knowledge gained to assist in national adoption of R2R strategies and policies in line with the GEF Council approved Regional R2R Programme Framework. It has responsibility for creating an enabling environment for in-country level cross-sectoral coordination and will lead, guide and coordinate National Project M & E planning, baselining and reporting processes to integrate these as far as is possible with National Sustainable Development indicators and Global Sustainable Development Goals where appropriate.

**Date:** Nov 2014

**Organisation Context:**





### Key Result Areas:

The **ADVISER (CCMEA)** encompasses the following major functions or Key Result Areas:

1. Lead, guide and coordinate the development of regional and national 'ridge to reef' indicators for reporting, monitoring, adaptive management and knowledge management at National and Regional levels
2. Coordination between project M&E and UNDP, FAO, UNEP and SPC on their annual planning and reporting processes.
3. Lead the development of the M,E & L capacity, approach, standards, methods and tools within the R2R Programme
4. Advise and support the Regional Programme Coordination Unit in all matters relating to results management, monitoring and evaluation, reporting, learning, knowledge sharing and feedback systems, and establish processes and maintain systems.

*The performance requirements of the Key Result Areas are broadly described below.*

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p><b>1. Lead, guide and coordinate the development of regional and national ‘ridge to reef’ indicators for reporting, monitoring, adaptive management and knowledge management at National and Regional levels</b></p> <ul style="list-style-type: none"> <li>• Develop a regional framework of process, stress reduction and environmental/socioeconomic indicators to monitor effectiveness of integrated land, water and coastal management in PacSIDS</li> <li>• Related to this, develop with national counterparts national indicators to monitor and evaluate results of GEF investments across its biodiversity, land degradation, climate change adaptation, sustainable forest management and international waters focal areas in island-based R2R approaches to integrated, land, water and coastal management</li> <li>• Work with the RPCU and National Project Management Units during Project Inception and annual planning processes to ensure that work plans align with project result frameworks</li> <li>• Identify training needs of staff and plan and conduct trainings to address the capacity gaps in Monitoring, Evaluation and Learning (MEL)</li> <li>• Ensure that appropriate systems are in place to monitor progress against project activities and outputs on a quarterly basis, including the mapping of progress to enable a cumulative annual report of progress</li> <li>• Proactively seek data and information where necessary and resolve deficiencies or issues with National R2R Focal Points or, failing that, with the Regional Programme Coordinator</li> <li>• Coordinate information collection, collation and analysis for the annual reports.</li> <li>• Develop innovative results management and MEL guidance and systems to support results based management and learning from project information management systems, dashboards, ICT platforms for the preparation of reports and web-based knowledge sharing</li> <li>• Conduct additional data collection and analysis if necessary to ensure compliance with effective monitoring of environmental stress reduction indicators</li> <li>• Assist in the production of reporting guidelines, templates and documentation and ensure that these are disseminated and readily available including on the regional R2R programme website &lt;<a href="http://www.pacific-r2r.org">http://www.pacific-r2r.org</a>&gt;</li> <li>• Assist and progress independent evaluation requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regional framework of process, stress reduction and environmental/socioeconomic indicators to monitor effectiveness of integrated land, water and coastal management in PacSIDS developed, documented and reported on and web-based knowledge sharing</li> <li>▪ Close and productive linkages between National GEF STAR Projects and GEF IW Pacific Regional R2R Projects at National Level evidenced through National Inter-Ministerial, sub regional and regional coordination meetings</li> <li>▪ National Level R2R Documentation and Information available to Inter-ministerial Committees.</li> <li>▪ Project implementation meeting National STAR R2R ProDoc work plan and reporting in compliance with UNDP, FAO, UNEP and SPC/GSD procedural requirements</li> <li>▪ Coordination and collaboration evident from Inter-ministerial Committee and Steering Committee meetings and independently verified through independent Mid and Terminal Evaluations</li> <li>▪ MEL Training developed, documented and reported on</li> </ul>

<p><b>2. Coordination between project M&amp;E and UNDP, FAO, UNEP and SPC on their annual planning and reporting processes.</b></p> <ul style="list-style-type: none"> <li>• Work closely with National and Regional Management Units for integrating the GEF Focal Area Tracking Tool requirements within the monitoring and evaluation of national and regional projects of the R2R programme. Within the RPCU guide the development of a simplified and harmonised GEF Tracking Tool and prepare templates for monitoring and reporting</li> <li>• Develop and coordinate Monitoring, Evaluation &amp; Learning systems to systematically and consistently monitor results and impacts across the projects</li> <li>• Coordinate the process of Monitoring, Evaluation &amp; Learning for: (a) supporting the country members during the planning and reporting period; and (b) synthesising data conducting analyses of its quality, including feedback to data providers when required</li> </ul>	<ul style="list-style-type: none"> <li>• Simplified GEF Focal Area Tracking Tool developed and accepted by GEF and National Governments</li> <li>• National Compliance with GEF tracking report requirements</li> <li>• Information on the work of the R2R STAR and IW Demonstration projects is reposed in the R2R Programme website and is accessible at national level.</li> <li>• Project reporting in compliance with UNDP, FAO, UNEP and SPC/GSD requirements and project cash flows maintained and independently verified through independent Mid and Terminal Evaluations</li> </ul>
<p><b>3. Lead the development of the M,E &amp; L capacity, approach, standards, methods and tools within the R2R Programme</b></p> <ul style="list-style-type: none"> <li>• Work in collaboration with National R2R M&amp;E specialists to improve monitoring, evaluation and learning synergies across all GEF focal areas, National Sustainable Development Plans, Global Sustainable Development Goals and National and Regional Project Result Frameworks</li> <li>• Support the development of the M&amp;E framework for “State of the Coasts” Assessments</li> <li>• Lead development/piloting/standardisation of tools, assessment of quality of data and capacity building for the above</li> <li>• Design, coordinate and/or provide M&amp;E specific trainings to national counterparts</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced R2R policies, regulations and institutions evident at Local national, sub regional and regional levels through improved monitoring, evaluation and learning synergies across all GEF focal areas, National Sustainable Development Plans, Global Sustainable Development Goals and National and Regional Project Result Frameworks</li> <li>• State of the Coast Assessments developed, documented and reported on and web-based knowledge sharing</li> <li>• Tools developed and transferred regionally for assessment and ongoing updating of State of the Coast Assessments</li> <li>• M&amp;E Training developed, documented and reported on</li> </ul>
<p><b>4. Advise and support the Regional Programme Coordination Unit in all matters relating to results management, monitoring and evaluation, reporting, learning, knowledge sharing and feedback systems, and establish processes and maintain systems.</b></p> <ul style="list-style-type: none"> <li>• Support the coordination of the Monitoring, Evaluation &amp; Learning during planning &amp; reporting and ensure that country and regional project workplans align with the results frameworks for the overarching R2R programme and its national and regional project elements</li> <li>• Collate and report annual performance results and support the RPCU in its reporting requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Regional framework of process, stress reduction and environmental/socioeconomic indicators to monitor effectiveness of integrated land, water and coastal management in PacSIDS developed, in alignment with R2R programme and its national and regional project elements.</li> <li>• Annual ME&amp;L Reporting at RSCs</li> <li>• Reporting guidelines, templates and documentation and ensure that these are disseminated and readily available including on the regional R2R programme website &lt;<a href="http://www.pacific-r2r.org">http://www.pacific-r2r.org</a>&gt;</li> </ul>

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| <ul style="list-style-type: none"><li>• Design and facilitate the implementation of studies, assessments and learning in coordination and cooperation with sectors' technical coordinators and programme staff.</li><li>• Seek opportunities for information sharing and learning exchanges with national stakeholders to promote coordination at local and national levels</li><li>• Support programme learning (through document sharing, presentations, etc).</li></ul> |  |
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**Note**

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

**Most challenging duties typically undertaken:**

The R2R Programme is a global first for GEF in being a multi focal area, multi trust funded, multi nation and multi sectoral Programme. Its implementation seeks to maintain and enhance Pacific Island countries' (PICs) ecosystem goods and services (provisioning, regulating, supporting and cultural) through integrated approaches to land, water, forest, biodiversity and coastal resource management that contribute to poverty reduction, sustainable livelihoods and climate resilience. The R2R Framework provides a cooperative arrangement for focusing GEF STAR resource use in PICs to achieve higher level strategic outcomes. The Country R2R Programme Coordination, Monitoring and Evaluation Adviser has responsibility for creating an enabling environment for in-country level cross-sectoral coordination and will lead, guide and coordinate National Project M & E planning, baselining and reporting processes to integrate these as far as is possible with National Sustainable Development indicators and Global Sustainable Development Goals where appropriate. This is to be created through a variety of Regional project inputs in to capacity development and on ground demonstration projects that help leverage value out of the National STAR and IW projects.

A particular challenge will be coordinating 14 country R2R STAR Projects working with national project management staff, lead agency management and other national core agencies such as Finance, National Planning, Health, State Owned Enterprises and participating government and nongovernment organisations and businesses as well as Project Steering Committees and National R2R Inter-Ministerial Committee. A particularly challenging responsibility will be the development of a simplified GEF Tracking tool that is acceptable Nationally and by the GEF Focal Areas:

- Biodiversity
- Climate Change Mitigation
- Climate Change Adaptation (LDCF)
- International Waters
- Land Degradation
- MFA (SFM)
- Climate Change Adaptation (SCCF)

Ensuring GEF and Implementation Agencies (UNDP, FAO and UNEP) reporting requirements are complied with by National STAR project also be significant challenge. And will involve working with the National GEF Operational Focal Points and UNDP, FAO and UNEP Resident Representative in in the Pacific and in Nairobi, Rome and Bangkok.

In order to meet this overall challenge there are a number of related challenges such as:

- Facilitating national level stakeholders to partner in R2R activities and policy development.
- Building a collaborative and productive partnership between National Stakeholders.
- Ensure the effective and efficient implementation of the R2R Programme.
- the development of the Monitoring, Evaluation & Learning (MEL) approach, standards, methods and tools as outlined in the Project Document and support National project counterparts through technical advice on MEL.

Other challenges which face National GEF Pacific STAR R2R Coordinator are:

1. Understanding the cultures and governments within the Participating PICs. The incumbent needs to be able to work successfully and productively with National Governments to implement complex multisectoral projects.
2. Capacity and skills shortage. The incumbent will need to have demonstrated capacity to develop capacity at national and local levels.
3. Regular travel within the region. The GEF Pacific STAR R2R Coordinator will be required to travel extensively within the region that has many health hazards.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External -</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>▪ National GEF Operational Focal Points</li> <li>▪ R2R National Focal Points</li> <li>▪ Water, Land and Coastal Resources Managers</li> <li>▪ UNDP, FAO, UNEP – GEF Implementing Agency Representatives</li> <li>▪ CROP agencies</li> <li>▪ Development Partners</li> <li>▪ National and Regional Steering Committees</li> <li>▪ National Inter-Ministerial Committees</li> </ul>	<p>The external contacts for the incumbent are widespread. These range from National GEF Operational Focal Points, National R2R and IWRM Focal Points, SPC National Representatives, and Stakeholders engaged in Integrated Water, Land, Forest and Coastal Management to Preserve Biodiversity, Ecosystem Services, Store Carbon, Climate Resilience and Sustainable Livelihoods.</p>
<p><b>Internal -</b> The key internal contacts are:</p> <ul style="list-style-type: none"> <li>▪ R2R Programme Coordinator</li> <li>▪ R2R Project and Science Leader</li> <li>▪ Technical personnel of other SPC and GSD Programmes</li> <li>▪ R2RP professional, technical and support staff</li> </ul>	<p>Develop linkages and coordinate activities between National agencies.</p> <p>Provide strategic advice on National STAR Project activities</p> <p>Advice and management of National STAR Project staff</p> <p>Information sharing, coordination, advising, gaining cooperation, negotiating formal discussions with stakeholders, supervising, influencing, leading, implementation</p>

**Level of Delegation:**

The jobholder:

- manages a work programme with an annual budget (including salaries) of approximately FJD \$500,000 per annum
- can sign standard letters on issues pertaining to the R2R Project
- prepares consulting contracts for signature by the Director or his/her designate



## Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ Master's degree or higher in Natural Resource Management, natural sciences, environment, or engineering or other related area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project management training</li> </ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• 7 years or more of relevant experience in the field of monitoring, evaluation, reporting, and learning preferably in the field of Natural Resource Programmes.</li> <li>• Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations</li> <li>• Experience with analysis, monitoring systems, and information technology for data and information management.</li> <li>• Demonstrated ability to research, analyse, synthesize and generate quality knowledge and learning products;</li> <li>• Demonstrated understanding of the sustainable development issues in PacSIDS, including an understanding of sector policies, how they fit in broader country sustainable development challenges.</li> <li>• Proven ability to work with partners and the ability to plan, coordinate and manage complex multi-country projects</li> <li>• Ability to work both in leadership and at a hands-on level in implementing results-based management</li> <li>• Ability to write clear and effective assessment and project reports</li> <li>• Excellent communication and influencing and advocacy skills</li> <li>• Knowledge of GEF M &amp; E policies and programmes would be an asset</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the sustainable development issues in the Pacific, including an understanding of sector policies, how they fit in broader country sustainable development challenges.</li> </ul>

**Key Skills/Attributes/Job Specific Competencies**

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

Expert level	Natural Resources Management and Monitoring, Evaluation & Learning
Advanced level	Sustainable Development issues in the Pacific region Project management
Working knowledge	Integrated Coastal Management Integrated Water Resources Management Ecosystem services Biodiversity Conservation Food and Water Security Gender and community participation
Awareness	GEF, UNDP, FAO, UNEP and SPC and GSD Division policies and procedures

**Key Behaviours**

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

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service

**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 your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date