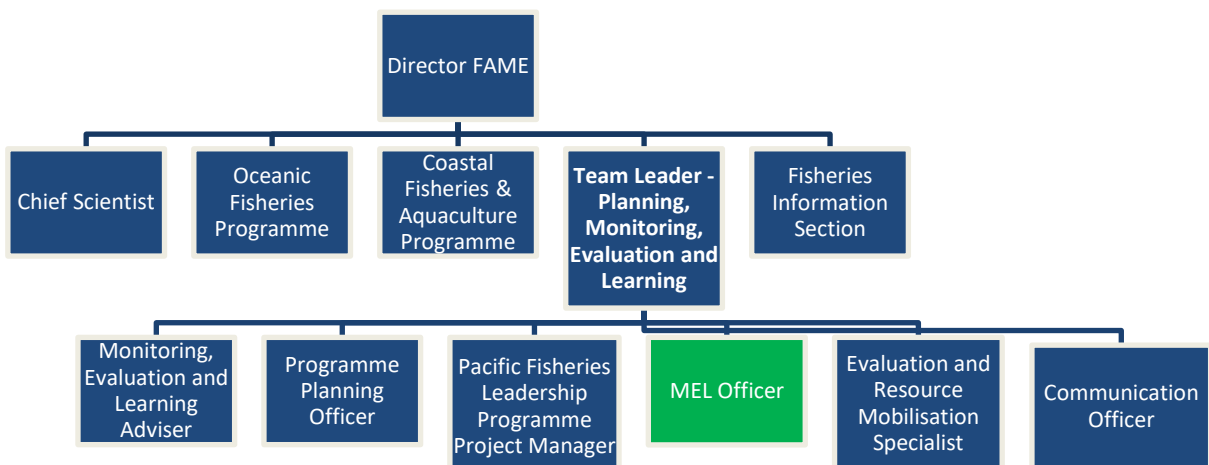




JOB DESCRIPTION

Job Title:	Monitoring, Evaluation and Learning Officer
Work Unit:	FAME Director's Office
Responsible To:	Team Leader - Planning, Monitoring, Evaluation and Learning (Fisheries, Aquaculture and Marine Ecosystems).
Responsible For:	No direct supervision of staff
Job Purpose:	The job exists to: Support the implementation of the Pacific Sustainable Fisheries Programme's (SPF) monitoring, evaluation, research and learning framework. The role will also be supporting SPC FAME wide MEL and working with Knowledge and Communication Officer in communicating results and enhancing visibility of SPF.
Date:	June 2024

Organisation Context:



Key Result Areas:

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

1. Support the implementation of SPF MERL framework in consultation with FAME MEL adviser, MEL officer, SPF coordinator and partners organisation, staff and stakeholders (40%)
2. Support ongoing monitoring responsibilities for work plans and projects in line with Division-wide MEL systems (30%)
3. Support staff in communicating results to stakeholders and enhancing visibility of FAME (30%)

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Support the implementation of SPF MERL framework in consultation with FAME MEL adviser, MEL officer, SPF coordinator and partners organisation, staff and stakeholders (40%)</p> <ul style="list-style-type: none"> • Support evaluation and learning systems and processes for FAME programmes and projects. • Assist the PMEL team in managing internal and external project reviews and evaluations. • Provide assistance for reviewing results-focused MEL frameworks and MEL plans in consultation with the PMEL team. • Coordinate the data collection, and analysis of MEL data. • Conduct quality assurance of monitoring and evaluation data on an ongoing basis. • Contribute to donor and internal SPC reporting. • Support project and programme staff in facilitating learnings for ongoing project or programme implementation. • Support FAME staff and stakeholders as appropriate to design and implement practical, robust and sustainable monitoring systems. Along with FAME projects this also includes ongoing monitoring required for the annual Coastal Fishery Report Card (the reporting mechanism for A New Song for Coastal Fisheries Strategy) 	<ul style="list-style-type: none"> • Monitoring systems are developed in consultation with FAME staff and key stakeholders • Needs and gaps are identified, along with approaches defined on how to address these • A strategy for addressing information gaps in the Coastal Fishery Report Card is developed in collaboration with stakeholders / partners • Consistent, high quality monitoring data is collected, aggregated and analysed on an ongoing basis.
<p>2. Support ongoing monitoring and reporting responsibilities for work plans and projects in line with Division-wide MEL systems (30%)</p> <ul style="list-style-type: none"> • Coordinate input of monitoring data for FAME work plans and projects and ensure these are entered into FAME monitoring systems • Manage data extractions for reporting on monitoring data for work plan and project inputs and outputs 	<ul style="list-style-type: none"> • Data in monitoring systems are maintained and up to date with latest information for reporting • Data extraction is accurate for reporting, both internally and externally for SPC and donors or on an ad hoc basis.

<p>3. Support staff in communicating results to stakeholders and enhancing visibility of FAME (30%)</p> <ul style="list-style-type: none"> • Support SPC FAME staff and stakeholders on ongoing development and updating of MEL tools, processes and procures. • Support project / programme managers in reporting on progress by utilising information generated through MEL processes to communicate results utilising various platforms such as data visualisation tools, social media and other knowledge products. 	<ul style="list-style-type: none"> • FAME results are communicated regularly to members, stakeholders, and partners • FAME presence on social media coverage is improved • Regular reports about visibility of FAME
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The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

<ul style="list-style-type: none"> • Working closely with key stakeholders to implement monitoring, evaluation and learning systems that are effective, practical and sustainable within complex working environments • Identifying systems and tools to collect meaningful results-focussed information at a regional level for complex development outcomes.
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Functional Relationship & Relationships Skills:

Key Internal/External Contacts	Nature of the contact most typical
<p>External:</p> <ul style="list-style-type: none"> • Pacific Island government departments and technical staff involved in fisheries issues • Other implementing partners, including regional agencies and NGOs • Donors • Coastal communities and stakeholders • Other project beneficiaries 	<ul style="list-style-type: none"> • Collaboration, building trust, facilitation, gaining ownership and buy in • Receiving feedback to measure results and inform learning
<p>Internal:</p> <ul style="list-style-type: none"> • FAME staff • SPC-wide MEL network • Strategy, Performance and Learning team • Other SPC staff 	<ul style="list-style-type: none"> • Collaboration, building trust, negotiation, facilitation, receiving feedback to measure results and inform learning, gaining ownership and buy in

Level of Delegation:

Routine Expenditure Budget: 0 €

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

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) 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"> Bachelor's degree or equivalent in international development management, Monitoring and Evaluation, communication, fisheries, natural resource management, or a related field. 	<ul style="list-style-type: none"> Fisheries, Aquaculture or natural resource management

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years' work experience or equivalent in international development, supporting MEL experts in monitoring and evaluation of donor/grant funded programs, including the development and implementation of M&E frameworks and utilising a wide range of quantitative and qualitative research methods Some understanding and experience in the aid and international development sector in the Pacific Good working knowledge of the Pacific region Excellent engagement, facilitation and communication skills (oral and written) in English. Ability to produce written reports, and achieve planned objectives within tight deadlines 	<ul style="list-style-type: none"> Familiarity or experience in working in fisheries, science or natural resource management Working knowledge of French and/or another Pacific language National of a Pacific Island country or territory Experience working in Pacific Islands countries and/or territories

Key Behaviours

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

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity
- Supervision/Management (where applicable)
- Leadership

Personal Attributes

- Ability to lead and facilitate a group
- Clear and effective communicator
- Open to new experiences and ways of working
- Collaborative
- Ability to sum up the situation and make decisions quickly if required, especially in the field