



## JOB DESCRIPTION

<b>Job Title:</b>	Monitoring, Evaluation and Learning (MEL) Advisor – Pacific Humanitarian Warehousing Programme
<b>Division/Programme and Section/Project:</b>	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Programme Manager – Pacific Humanitarian Warehousing Programme
<b>Number of Direct Reports:</b>	1
<b>Purpose of Role:</b>	The MEL Advisor will play a pivotal role in ensuring the refinement and implementation of monitoring, evaluation and learning frameworks and activities for the PHWP. The Advisor will work closely with stakeholders (internal, contributing governments and participating countries), to drive continuous learning and development, and support evidence-based decision- making.
<b>Date:</b>	January 2024

### Organisational Context and Organisation Chart

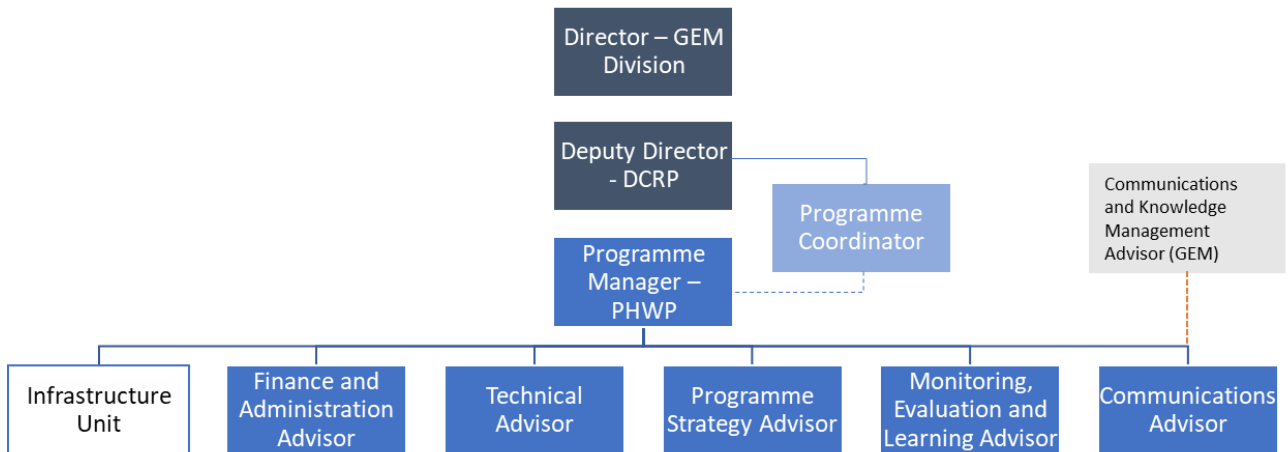
The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The SPC GEM Division is one of SPC's largest scientific and technical divisions, with a large staff complement. GEM is dispersed across two SPC campuses in Suva, Fiji. SPC GEM's strength lies in more than 50 years of expertise in the provision of critical data, applied science and technical expertise in seven core thematic areas of focus: disaster and climate risk management; earth and ocean observation; maritime transport services; ocean services and management; sustainable energy security; sustainable geo resources and geo surveys; and water security. The SPC GEM division implements several significant projects and programmes across four main programme areas: the Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme (OMP), Georesources and Energy Programme (GEP), and Earth and Ocean Observation Services (EOO).

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific

(FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Program (PHWP) is a multi-donor, multi-country investment. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, are located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



**Key Result Areas (KRAs):**

The Monitoring, Evaluation and Learning Advisor will be responsible for refining and implementing the monitoring, evaluation and learning framework and activities for the PHWP at a whole-of-program and national level. The Advisor will work closely with stakeholders (internal, contributing governments and participating countries), to drive continuous learning and development. The role will support evidence-based decision-making to inform strategic and tactical programming decisions that will enhance the overall effectiveness and impact of the PHWP. The MEL Advisor will collaborate with SPC GEM’s Planning, Monitoring, Evaluation and Learning Team Leader to align MEL efforts with Divisional, Programme and Organisational goals.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1 MEL Plan and MEL System Development and Implementation – 40%</b></p> <p>Developing MEL Plan and system within the first six to 12 months of the establishment of the programme.</p>	<p>There is an SPC and PHWP Programme Governance Committee (PGC)-endorsed MEL Plan (within six months of the commencement of the position) which:</p> <ul style="list-style-type: none"> <li>• Builds on and the MEL Approach and Framework in the PHWP program design document.</li> <li>• Details the System (data collection, analysis, sense-making and data quality assurance processes) that will be put in place to track, assess, and improve programme performance over its lifetime (8 years)</li> <li>• Specifies all data to be collected, includes data collection tools (including tools to track outcome-level data), and details how the data and analysis produced will inform programme learning, adaptation, management decisions, and accountability requirements.</li> <li>• It is in line with DFAT's M&amp;E standards yet aligned with the broader SPC and GEM Division MEL framework, ensuring a</li> </ul>

	<p>consistent approach to MEL planning, implementation, and reporting.</p> <ul style="list-style-type: none"> <li>• Refines the proposed program logic in a way that builds trust and offers a clear visual pathway to achieving the programme objective from output to the end of programme outcome level</li> <li>• is dynamic and adaptive whilst maintaining transparency and accountability throughout the programme lifecycle</li> <li>• Includes activities to monitor the effective implementation of risk mitigation and social and environmental safeguarding procedures.</li> </ul> <p>Based on the MEL Plan, there is a PHWP MEL System (within 12 months of the commencement of the position) which:</p> <ul style="list-style-type: none"> <li>• Reflects whole-of-program <i>and</i> country-specific indicators, baselines, and targets</li> <li>• Specifies all MEL processes to be implemented at specific times across the project's lifespan, including but not limited to donor-mandated evaluations, project learning and reflections, and regular monitoring and reviews.</li> <li>• It is tested and produces data to verify the program logic</li> <li>• Has a high level of independence and rigor, resulting in the open sharing of and learning from the positive, negative intended and unintended consequences of PHWP interventions.</li> <li>• Allows SPC and the MEL Division to draw on timely and good quality MEL reporting to support operational decision-making, quality reporting, communications, policy dialogue and accountability requirements.</li> </ul> <p>The MEL Advisor actively contributes to annual PHWP planning processes, resulting in annual work plans and targets that align with SPC corporate and GEM division strategic / business plans.</p>
<p><b>KRA#2 Data collection and analysis – 20%</b></p> <p>Manage the collection, analysis, and interpretation of data related to PHWP, including ensuring data quality, conducting quantitative and qualitative analysis, and generating meaningful insights.</p>	<ul style="list-style-type: none"> <li>• The MEL Plan details and guides the implementation of a well-designed mix of data collection methods and tools to gather relevant information about PHWP's progress and impact.</li> <li>• Participating countries and implementing partners are consulted on the MEL Plan and meaningfully contribute to the development of country-specific indicators, proposed data sources, data collection protocols, and responsibilities for data gathering.</li> <li>• Data is collected, aggregated, and analysed bi-annually (or quarterly following the use of a warehouse or humanitarian supplies post-disaster) to derive operational and programmatic insights to support evidence-based decision-making.</li> <li>• The Advisor balances the collection of both quantitative and qualitative data to provide an appropriate level of context.</li> <li>• A management information system is established which is accessible and satisfies user needs.</li> </ul>

<p><b>KRA#3 Research and learning – 15%</b></p> <p>Promote a culture of learning within the Programme (and, by extension, the organisation) by facilitating knowledge sharing, conducting lessons learned sessions, and disseminating best practices; ensure that lessons from MEL activities are integrated into programme design and decision-making.</p>	<ul style="list-style-type: none"> <li>• The Advisor initiates and manages bespoke research projects to assess the effectiveness and impact of the various PHWP interventions at a whole-of-programme and country-level, which informs the development of, amongst other products, case studies demonstrating the Programme's achievements.</li> <li>• Practical support is provided to DFAT Evaluators pre-, during and post-mid-term and end-of-program evaluations.</li> <li>• MEL products regularly highlight the Programme's contribution to critical thematic priorities: gender equality (and socially disadvantaged groups more generally), green humanitarian action, and localisation.</li> <li>• Sound practices are identified, documented and shared.</li> </ul>
<p><b>KRA#4 Reporting and Communication – 15%</b></p> <p>In cooperation with the Communications and Stakeholder Engagement Advisor, deliver effective reporting products to ensure that the insights and findings derived from MEL activities are communicated to relevant stakeholders, facilitating informed decision-making and organisational learning.</p>	<ul style="list-style-type: none"> <li>• Six monthly progress reports are produced to a high quality comprising qualitative and quantitative data and are shared with relevant internal and external program stakeholders, including DFAT. The report clearly articulates, amongst other things, the adequacy of progress toward sustained end of program outcomes and supporting intermediate outcomes.</li> <li>• Reporting and other information products align with GEM reporting quality assurance processes; they are presented in a clear and accessible manner, and end users can use the information to act on insights gained from MEL activities.</li> </ul>
<p><b>KRA#5 Management and Leadership – 10%</b></p> <p>Contribute to a team environment that is high-performing, respectful and committed to continuous learning, lead by example.</p>	<ul style="list-style-type: none"> <li>• The PHWP MEL function and management of a MEL Officer (Information and Knowledge Management) and various consultants are independently verified to be high-quality.</li> </ul>

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 (Complexity):**

<p>The PHWP is a new programme with a complex, diverse, and large stakeholder group. To this end, the key challenges include:</p> <ul style="list-style-type: none"> <li>• Establishing the MEL function and recruiting a MEL officer to support programme implementation.</li> <li>• Establishing relationships and rapport with senior programme participants from 15 countries and senior leaders across civil society, government, and CROP agencies.</li> <li>• Providing whole-of-program and country-specific MEL services over a program where SPC only directly manages one component.</li> <li>• Establishing a MEL Plan and System from concept to design through to full operationalization.</li> </ul>
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**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>• DFAT</li> <li>• Other contributing donor governments (i.e., New Zealand, United States).</li> <li>• National NDMO Directors</li> <li>• DRM Regional Partners</li> <li>• Regional multilateral organisations (UN, PIFs, CROP agencies, Red Cross Movement)</li> <li>• National civil society groups, including Disabled Persons Organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection and dissemination</li> <li>• Communication and workshop facilitation</li> </ul>
<p><b>Internal</b> Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Director – GEM Division</li> <li>• Deputy Director – Disaster and Community Resilience Programme</li> <li>• PHWP Programme Manager and team.</li> <li>• DCRP MEL Adviser and GEM PMEL team</li> </ul>	Regular consultation, meetings, oversight, and liaison.

#### Level of Delegation:

Routine Expenditure Budget: 0 EUR

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

#### Personal 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 position holder 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:
Postgraduate degree in a relevant area including evaluation, public sector policy, project management, international development, disaster risk management, climate change, water and sanitation or natural resources management.	Master's degree in a relevant area including evaluation, public sector policy, project management, international development, disaster risk management, climate change, water and sanitation or natural resources management.

#### Knowledge/Experience

Essential:	Desirable:
At least 7-8 years of relevant experience at the regional or international level in monitoring and evaluation for donor-funded projects or programmes.  Demonstrated experience in programme MEL design and delivery for large multi-disciplinary, multi-donor	Experience working on MFAT, DFAT, USAID, FCDO or other large donor-funded projects.  Understanding and familiarity with disaster preparedness and response frameworks within the Pacific.

<p>programmes; an ability to streamline MEL processes to meet multiple audience (and donor) information demands.</p> <p>Broad understanding of the development context, as well as the challenges and opportunities that frame programme implementation within the Pacific.</p> <p>An excellent understanding of international best practices in development effectiveness.</p> <p>Knowledge and experience in creating/using tools and strategies for the efficient and effective entering, processing, cleaning, extraction and analysis of data.</p> <p>A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups.</p> <p>Excellent written and verbal communication skills, including an ability to effectively communicate complex information to technical and non-technical audiences.</p> <p>Demonstrated ability to work effectively in a team-based environment and supervise junior staff.</p> <p>Experience in successfully working within a deadline-driven environment.</p> <p>Fully functional computer skills across an array of Microsoft applications including Excel, Word, Outlook and PowerPoint.</p>	<p>Awareness of the environmental and climate challenges facing Pacific Island countries.</p> <p>Exposure to one or more of the following areas: disability inclusion, gender equality, social inclusion, localization, green humanitarian action.</p>
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### 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"> <li>• Excellent ability and enthusiasm for designing and implementing quality MEL plans for projects and programmes.</li> <li>• Self-starter, able to effectively prioritise time amidst competing demands to meet deadlines</li> <li>• Results-oriented problem-solving skills</li> <li>• Oral and written communication skills in English</li> <li>• Interpersonal skills and an ability to work with a wide range of individuals in a multi-cultural environment</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Ability to think strategically and use MEL for a range of purposes (including reporting, communications, research, testing assumptions, and supporting results-based and adaptive management)</li> <li>• An eye for detail</li> <li>• Facilitation, capacity building and coaching skills</li> <li>• Skills in quantitative and qualitative data collection and analysis, including using various tools used in MEL (e.g. Excel, SPSS, KoBo Toolbox and other web-based monitoring and reporting systems).</li> </ul>

	<ul style="list-style-type: none"> <li>• Skills in writing high-quality and accurate reports</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to support participatory and inclusive planning processes</li> <li>• Programme/project planning, management and implementation skills</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Awareness of operating effectively within varying political, technological and cultural contexts</li> </ul>

### Key Behaviors

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

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor

### 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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.