



## JOB DESCRIPTION

|   |  |
|---|--|
| <b>Job Title:</b>                                       | <b>Monitoring, Evaluation &amp; Learning (MEL) Officer</b>   |
| <b>Division/Programme and Section/Project (if any):</b> | Human Rights and Social Development  |
| <b>Location:</b>  | Suva, Fiji   |
| <b>Reporting to:</b>                                    | Project Coordinator - Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project (PROJECT Governance) |
| <b>Number of Direct Reports:</b>                        | nil  |
| <b>Purpose of Role:</b>                                 | To provide high-level analysis and reporting of results relating to PROJECT Governance and Pacific People Advancing Change (PPAC)  |
| <b>Date:</b>  | June 2023  |

### Organizational Context and Organization Chart

The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality, and social inclusion for all Pacific people, grounded in cultural values and principles.

The Division provides a comprehensive suite of policy and legislative advice, technical assistance, and capacity building, through a team comprising a Director, Manager, Team Leaders, Advisers, Officers, and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. Assistance of the team occurs with national ministries, civil society, regional partners, and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of the Division encompasses the following objectives:

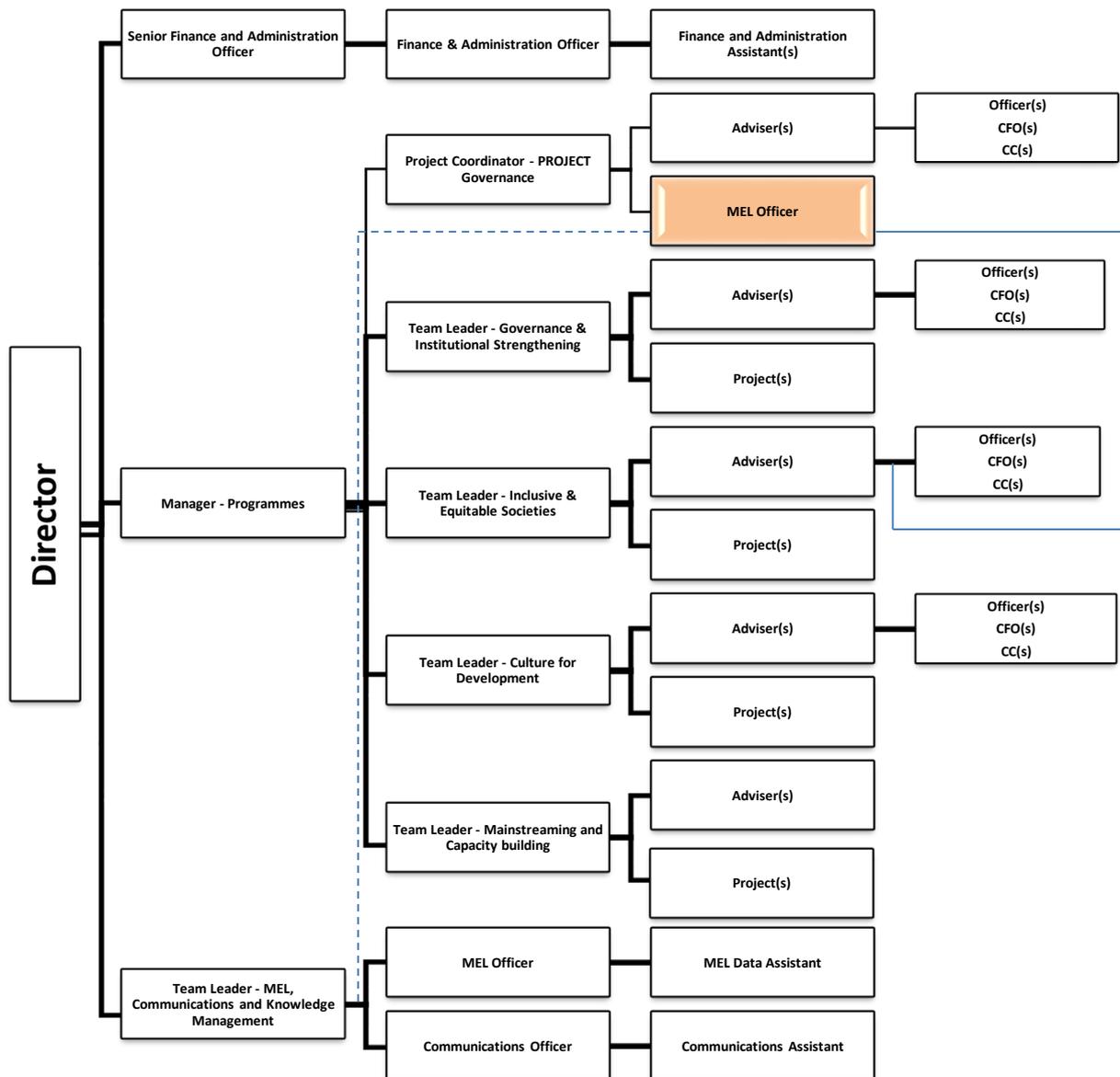
- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent, and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower, and build conditions for gender equality, equity and social inclusion in society and development.
- Objective 3: Culture: Promote, preserve, and protect positive expressions of culture.
- Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

The Monitoring, Evaluation and Learning (MEL) Officer will support the MEL needs of the following initiatives within HRSD:

1. PROJECT Governance, a USD 20 million donor-funded 'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project' ('PROJECT Governance') focusing on strengthening democratic institutions and promoting sound, just, and responsive governance in the Indo-Pacific region. PROJECT Governance is anchored by the commitments made by the Pacific Island Forum

leaders in the 2000 Biketawa Declaration and reaffirmed in the 2018 Boe Declaration. These include promoting the widespread acceptance of just, transparent, accountable, participatory, and responsive governance practices and developing the capacity of governance institutions to sustainably implement best practices throughout the region.

- The Pacific People Advancing Change (PPAC) programme aims to build advocacy capacity among Pacific Civil Society Organisations (CSOs) engaged with human rights issues, while also advancing those issues by supporting specific campaigns. It does this through a package of assistance that includes advocacy training workshops, ongoing mentoring, provision of small grants, and facilitating regional dialogue and exchange for advocates. The programme also produces learning materials for use in the advocacy training, and by partner organisations.



**Key Result Areas (KRAs):**

- Key Result Area 1:** PROJECT Governance risk monitoring and management (25%)
- Key Result Area 2:** Data collection, analysis and coordinating with Sub-Grantees contributions to PROJECT Governance reports, reviews, and evaluations (25%)
- Key Result Area 3:** Project monitoring and evaluation for PPAC (20%)
- Key Result Area 4:** Data collection, analysis and reporting for PPAC (15%)
- Key Result Area 5:** Provide MEL training and mentoring support for PPAC grantees (15%)

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

| <b>Jobholder is accountable for</b>   | <b><i>Jobholder is successful when</i></b>   |
|---|--|
| <p><b>KRA#1: PROJECT Governance risk monitoring and management portfolio.</b></p> <ul style="list-style-type: none"> <li>• Consult project management team and HRSD colleagues, update and finalize the PROJECT Governance risk management plan.</li> <li>• Design and apply relevant/user friendly tools, techniques, and strategies to monitor and track those potential events which could impact on the success of delivery and outcomes of PROJECT Governance</li> <li>• Establish the processes for risk management planning, identifying risks, analysis of risks, monitoring and taking risk mitigation measures to minimize impact on project outcomes.</li> <li>• Keep the project management team fully informed of all contextual and management risks and provide guidance on risk mitigation measures.</li> </ul> | <ul style="list-style-type: none"> <li>• Entire PROJECT Governance team including subgrantees are risk aware/averse and taking every measure to identify, monitor and manage risks.</li> <li>• Appropriate tools are established to identify, register, monitor, evaluate and track status of all associated risks to assist project management team make informed decisions.<br/>Risk register is up to date</li> </ul> |
| <p><b>KRA#2: Data collection, analysis, and coordination</b> with Sub-Grantees</p> <ul style="list-style-type: none"> <li>• Support Data collection for specific PROJECT Governance activities where SHRAs and CFOs require support.</li> <li>• Support Data analysis of PROJECT Governance MEL data</li> <li>• Collating MEL data submitted by PROJECT Governance Sub-Grantees for inclusion in the narrative report.</li> <li>• Identifying gaps in MEL data required from PROJECT Governance Sub-Grantees and notifying the Project Coordinator.</li> </ul>  | <ul style="list-style-type: none"> <li>• All required PROJECT Governance sub-grantees MEL data is received and presented according to the Results Management Framework</li> </ul>  |
| <p><b>KRA#3: Project monitoring and evaluation for PPAC</b></p> <ul style="list-style-type: none"> <li>• Supporting the implementation and improvement of PPAC Results Measurement Tables and Detailed Monitoring Plans.</li> <li>• Making recommendations on improvements to existing data collection and reporting tools as well as data storing systems.</li> <li>• Coordinating with PPAC focal pints and CFOs to ensure that information and data is received.</li> <li>• Preparing programme and project reports as per the PPAC reporting schedule</li> </ul>  | <ul style="list-style-type: none"> <li>• PPAC project monitoring processes are rigorous and robust, and sufficient to show the results of the PPAC programme.</li> <li>• PPAC focal points, CFOs and SPC partners are aware of the relevant reporting dates and how to use the tools provided.</li> <li>• Data collection and reporting tools are of a high quality and are user-friendly.</li> </ul>                    |
| <p><b>KRA#4: Data collection, analysis and reporting for PPAC.</b></p> <ul style="list-style-type: none"> <li>• Data collections undertaken for PPAC projects.</li> <li>• Data analysis of PPAC MEL data</li> <li>• Collating MEL data submitted by PPAC grantees and presenting to the PPAC lead in accordance with the Results management Framework.</li> <li>• Identifying gaps in MEL data required from</li> </ul>   | <ul style="list-style-type: none"> <li>• All MEL data required under the Results Management Framework is collected and analysed in a timely fashion.<br/>All required MEL data from PPAC grantees ae received and presented according to the Results and reporting framework</li> </ul>  |

|   |   |
|---|---|
| PAPC partners and notifying the Project Coordinator.  |   |
| <b>KRA#5: Provide MEL training and mentoring support for PPAC grantees.</b> <ul style="list-style-type: none"> <li>Conduct MEL sessions as part of routine PPAC capacity-strengthening and phase transition workshops.</li> <li>Provide MEL mentoring support to PPAC grantees, including supporting to them to develop Results Measurement Tables (RMTs) and implement MEL systems.</li> </ul> | <ul style="list-style-type: none"> <li>PPAC grantees demonstrate increased MEL knowledge and capacity over time, reflected in higher quality narrative reports at the end of each phase.</li> <li>PPAC grantees have sound RMTs in place.</li> <li>PPAC grantees have improved practices for data collection, analysis, and reporting.</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):**

|  |
|--|
| <ul style="list-style-type: none"> <li>Managing ad hoc requests made outside of the agreed work plan.</li> <li>Keeping abreast of a wide range of PROJECT Governance activities across SPC and sub-grantees</li> <li>Responding to different communication requirements and audiences, e.g., Pacific countries, UNOHCHR, UN Women, the Asia Pacific Forum of NHRIs, CROP agencies, donors, and other SPC divisions.</li> </ul> |
|--|

**Functional Relationships & Relationship Skills:**

| Key internal and/or external contacts  | Nature of the contact most typical   |
|--|--|
| <b>External</b><br>Key external contacts are: <ul style="list-style-type: none"> <li>Funding and development partners</li> <li>Project partners</li> <li>NGOs, PAPC grantees, vendors, consultants, community members</li> </ul>           | <ul style="list-style-type: none"> <li>Reporting activities</li> <li>Providing information</li> <li>Managing relationships</li> </ul>                        |
| <b>Internal</b><br>Key internal contacts are: <ul style="list-style-type: none"> <li>PROJECT Governance team</li> <li>PPAC Team</li> <li>HRSD Team</li> <li>Other SPC Technical Divisions and programmes, including MELNet, SPL</li> </ul> | <ul style="list-style-type: none"> <li>Seeks approval, informs, negotiates, communicates, provides information, facilitates peer to peer learning</li> </ul> |

**Level of Delegation:**

Routine Expenditure Budget: *nil*

Budget Sign off Authority without requiring approval from direct supervisor: *nil*

\*\*\* No need to mention SPC instrument of delegation authorities here\*\*\*

## Personal Specification:

### Qualifications

| Essential:  | Desirable:   |
|---|--|
| Degree in international development, project management, evaluation, human rights, or other relevant discipline | Postgraduate qualification in relevant discipline. |

### Knowledge/Experience

| Essential:   | Desirable:   |
|--|--|
| <ul style="list-style-type: none"> <li>• At least 5 years of experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness</li> <li>• Strategic thinking and high-level analytical skills</li> <li>• Skills in quantitative and qualitative data collection and analysis</li> <li>• Experience in creating databases for the entering, processing, cleaning, and extraction of data.</li> <li>• Experience in successfully working within a deadline-driven environment.</li> <li>• Excellent computer skills in Excel</li> <li>• Strong interpersonal skills and an ability to work with a wide range of individuals.</li> <li>• Exceptional English language writing and oral communication skills</li> <li>• Experience in training or mentoring people on MEL</li> <li>• An eye for detail</li> </ul> | <ul style="list-style-type: none"> <li>• Experience reporting to donors including governments or UN agencies.</li> <li>• Knowledge of the Pacific regional context</li> <li>• Knowledge and experience in human rights, ending violence against women and access to justice programmes.</li> <li>• Excellent skills in Excel, SPSS, and KoBo Toolbox.</li> <li>• Previous experience in delivering training on M&amp;E to Pacific audiences.</li> <li>• Experience working within the Pacific or with Pacific communities outside of the Pacific.</li> <li>• Experience working with CSOs.</li> <li>• Ability to speak a language from the Pacific.</li> <li>• A “can do” attitude.</li> </ul> |

### 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>• Experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness</li> </ul>  |
| Advanced level    | <ul style="list-style-type: none"> <li>• High-level analytical skills</li> <li>• Ability to meet deadlines.</li> <li>• Experience producing high quality donor reporting</li> </ul> |
| Working knowledge | <ul style="list-style-type: none"> <li>• Skills in Excel, SPSS, or KoBo Toolbox</li> </ul>  |
| Awareness         | <ul style="list-style-type: none"> <li>• Human rights, ending violence against women and access to justice programmes.</li> <li>• SPC Regulations and Policies</li> </ul>           |

## **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

## **Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- 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 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.