



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	EVALUATION AND RESOURCE MOBILISATION ADVISER (FAME)
Division/Programme:	Fisheries, Aquaculture and Marine Ecosystems (FAME)
Work Unit:	Planning, Monitoring, Evaluation and Learning team, Directors Office
Location:	Noumea, New Caledonia
Reporting to:	Team Leader – Planning, Monitoring, Evaluation and Learning (FAME)
Number of Direct Reports:	None
Purpose of Role:	<p>The job exists to:</p> <p>Provide high-level advice and support on monitoring, evaluation, and resource mobilisation for FAME programmes to enable the division to continue to deliver to its members and enhance its development effectiveness to achieve better research and development outcomes. This is achieved through:</p> <ul style="list-style-type: none">a) Providing FAME programmes with high level resource mobilisation guidance, capacity building and technical supportb) Developing tools for integrated programme development, monitoring, learning and impact assessment and reporting work within FAME. Specifically providing technical advice, capacity development and guidance to the division, member countries and partner agency focal points on the development of results monitoring frameworks and results reportingc) Supporting programme development and establishment of PMEL frameworks, including development of Theory of Change and results frameworks for concepts or proposals, andd) Leading collaboration and coordination on behalf of FAME with SPC's Resource Mobilisation and Integration functions and the Office of the Deputy Director General, Operations and Integration.
Date:	March 2023

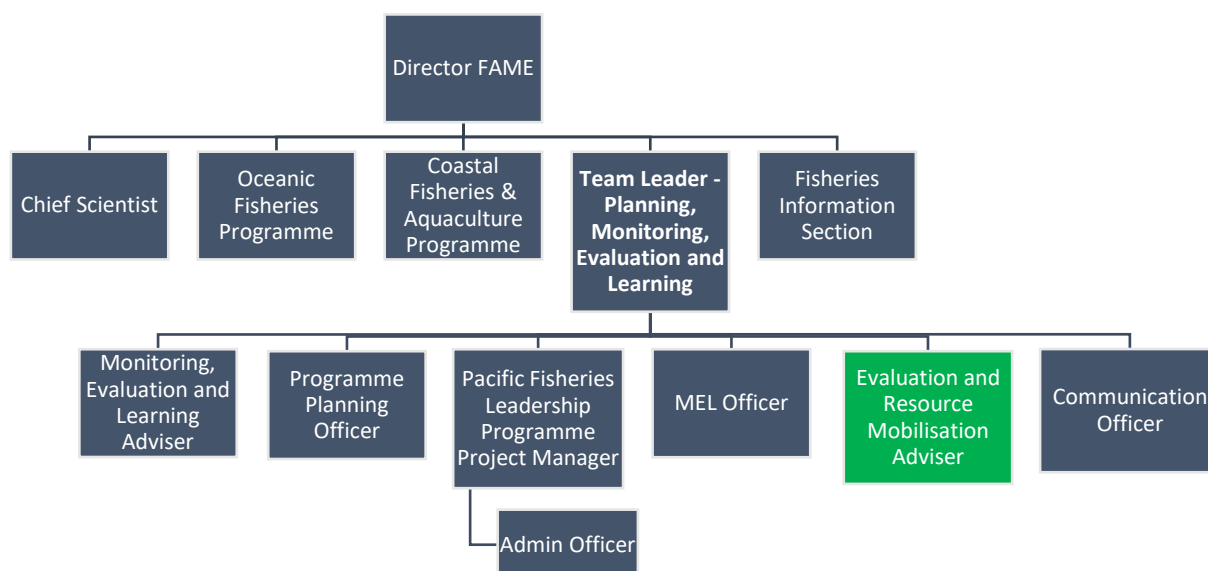
Organisation Context and Organisation Chart

As one of SPC's oldest Divisions, the **Division of Fisheries, Aquaculture and Marine Ecosystems (FAME)** has been providing scientific and technical expertise to support fisheries management and sustainable development in the Pacific for over 60 years. The goal of the Division is that the fisheries resources of

the Pacific region are sustainably managed for economic growth, food security and environmental conservation. In pursuit of this goal, FAME provides **scientific analyses and management advice** to PICTs and regional agencies to support the sustainable management of oceanic and coastal fisheries resources. Despite the challenges in the management of the region's marine resources, there are also opportunities to derive greater economic and social benefits from them. The development of aquaculture in the region, along with alternative marine based livelihoods, hold significant potential. FAME provides **technical assistance** to support PICTs to maximize these sustainable development opportunities in the marine sector.

FAME is composed of two programmes: the Oceanic Fisheries Programme (OFP) and the Coastal Fisheries and Aquaculture Programme (CFAP). The Directors Office provides cross divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, FAME has strong partnerships with regional, sub-regional and national entities working in the marine sector. FAME staff are based in New Caledonia, Fiji, and Vanuatu, with most of its ~100 staff being based in New Caledonia.

The Monitoring, Evaluation and Resource Mobilisation Adviser is a key role in the Planning, Monitoring, Evaluation and Learning team in the Director's Office, leading and coordinating MEL and resource mobilisation within FAME and assisting or leading other FAME strategic initiatives as a senior member of the FAME Director's Office.



Key Result Areas (KRAs)

The position of Monitoring, Evaluation and Resource Mobilisation Specialist will work in close collaboration with FAME management, SPC's Office of Resource Mobilisation and Integration, which as the leadership and coordination role in resource mobilisation across SPC. The role will also work closely with the Strategic Performance and Learning section of SPC.

This position encompasses the following Key Result Areas:

KRA 1: Resource Mobilisation and internal integration (30%)

KRA 2: Results reporting (corporate and donor) and internal reflections (20%)

KRA 3: Contribute to FAME strategy setting, programme design and adaptation (20%)

KRA 4: Members, SPC and Division-wide PMEL capacity and support (30%).

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>KRA 1: Resource mobilisation and internal integration (30%)</p> <ul style="list-style-type: none"> • Contribute on the identification, design, formulation and negotiations of new projects and programs and draft concept notes, proposals and project briefs for discussion with FAME Senior Leadership Team. • Provide technical support to the development and implementation of differentiated, donor fund raising strategies, aligned and coordinated with SPC's Resource Mobilisation and Integration section under the Deputy Director General's Office • Facilitate partnership and resource mobilisation training to FAME's Programmes (OFP and CFAP) • Support FAME programmes in mapping out current and emerging priorities, gaps and resource requirements 	<ul style="list-style-type: none"> • Sound and timely advice is provided to FAME management and staff on project or programme design and related MEL • Design and formulation of concept notes, proposals and project briefs are up to date and inline with SPC resource mobilisation strategy • All FAME projects proposals and design documents have strong MEL component and resourcing requirements • Mapping of current and emerging priorities and gaps are updated continuously in coordination and collaboration with FAME's programmes and SPC resource mobilisation and integration • There is proactive cooperation and collaboration with the SPC-wide Resource Mobilisation and Integration function and all FAME initiatives are aligned with and contribute to SPC's resource mobilisation objectives and strategy. The jobholder also contributes to fundraising for integrated programmes in which FAME is involved
<p>KRA 2: Results reporting (corporate and donor) and internal learning (20%)</p> <ul style="list-style-type: none"> • Support FAME management in preparing the division's contributions to corporate reports and external evaluations through leading the design, synthesis and analysis of FAME performance data and evidence. This includes for CRGA, donor relations, divisional learning, and member learning and accountability • Facilitate learning and use of evaluation findings, conducting internal reflection and discussions and reviews to inform programme improvement as well as promoting and facilitating opportunities to increase learning across FAME programmes and with other SPC divisions. • Support Programme Managers in reporting on progress of FAME programmes / projects in achieving project/ programme 	<ul style="list-style-type: none"> • The SPC PEARL policy is successfully implemented across the Division and corporate reporting requirements are fulfilled on time • Sound and timely monitoring and results reporting advice is provided to the FAME Director, Deputy Directors and team members • Monitoring data collected by project staff is collated, analysed and synthesized into succinct reporting • Results reporting of FAME programme events/activities are captured in reports • Ensure that lessons learnt are shared and form part of FAME strategic discussions and planning

<p>objectives, FAME KRAs and contributions to SPC's Development Objectives and SDGs, (in accordance with donor/SPC guidelines).</p> <ul style="list-style-type: none"> • Prepare the division's contributions to corporate results reports and annual results reporting for Heads of Fisheries, through the synthesis and analysis of FAME performance data. • Facilitate reflection processes within and between divisions to ensure that lessons learnt are shared with the FAME management team and form part of strategic discussions and planning and shared with our stakeholders. 	<ul style="list-style-type: none"> • Ensure coordination with SPL and organisation-wide reporting
<p>KRA 3: Contribute to FAME strategy setting, programme design and adaptation (20%)</p> <ul style="list-style-type: none"> • Support FAME and provide guidance on best practices in programme and/or project development • Ensure high quality real-time and forecasted information is available for decision-making and priority setting by FAME managers and in donor exchanges • Use MEL information to inform new FAME business plan, conversations with donors, new project proposal design and the adaptation of existing projects • Provide sound and timely advice to FAME director and programme managers based on strategic insights gathered from MEL data and evidence. 	<ul style="list-style-type: none"> • FAME develops project and programme plans that respond to best practice. • FAME priorities and direction are informed by high quality MEL information and forecasted impacts for the region. • FAME business plan, new projects and existing project are designed informed by best available evidence and supported by robust monitoring and evaluation systems. • Contribution to strategy/design of integrated programmes in which FAME is involved
<p>KRA 4: Members, SPC and Division-wide PMEL capacity and support (30%)</p> <ul style="list-style-type: none"> • Provide support and guidance to FAME staff to enhance understanding of MEL, evaluative thinking, and reporting processes and promote their use within the division. • Support FAME staff to implement the SPC PEARL Policy and enhance divisional understanding of corporate guidance and requirements on inter-divisional / integrated programming, concept development and results reporting processes. • Support Programme Managers in monitoring the progress of FAME programmes / projects towards achieving their objectives / projected impacts (in 	<ul style="list-style-type: none"> • FAME follows the SPC PEARL policy and processes • Effective collaboration with FAME teams and SPL MEL team. • Learning from FAME is looped back into broader SPC thinking and practice for evidence informed decision making, improvements and adaptations. • FAME actively contributes to PMEL for PCCOS. • Capacity of PICTs, FAME staff and its partners are enhanced

<p>accordance with donor/SPC guidelines). This includes providing guidance and developing templates for the collection of relevant data by Project staff.</p> <ul style="list-style-type: none"> • Participate in MELnet, the SPC Community of Practice for culturally responsive and contextually relevant PMEL. 	<ul style="list-style-type: none"> • Ensure coordination with SPL and organisation-wide reporting
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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 supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity)

Most challenging duties typically undertaken:

- Leading and providing technical advice to FAME Senior Leadership on resource mobilization, evidence-based project / programme proposals
- Working with programme managers to develop appropriate monitoring indicators that can be used to measure effectiveness of delivery and outcomes.
- Analysing and synthesizing monitoring data from across FAME programmes to aggregate into whole of FAME performance information.
- Building and maintaining effective relationships across FAME and SPC to support programme development, monitoring and reporting work.
- Strong coordination and collaboration with SPC's resource mobilization and integration section
- Coordinating a wide range of stakeholders to ensure sound technical and financial monitoring of FAME programmes and projects in compliance with SPC/FAME rules and procedures.
- Drafting high-quality evaluation reports, briefings, aid effectiveness reporting and other strategic writing as required.
- Managing multiple tasks in terms of efficiency, accuracy and timeliness when content and context are based on external input.
- Working to tight deadlines with competing demands for reports on strategic direction, donor proposals/evaluations.

Functional Relationships & Relationship Skills

Key internal / external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member states officials and ministers • Partner technical organisations • Donor partners and funding agencies • Auditors, evaluators and analysts • Members of the general public who seek information and direction on specific issues 	<ul style="list-style-type: none"> • Advising and convincing on best monitoring and reporting and quality systems • Gaining cooperation with technical work • Facilitating effective information exchange • Liaising and giving/receiving information • Influencing and persuading certain options • Liaising and giving/receiving information • Explaining and clarifying things
Internal <ul style="list-style-type: none"> • FAME leadership team and staff • Other SPC teams and staff • Other SPC teams – SPL / IT/ Admin/ Finance • SPC Resource Mobilisation and Integration team 	<ul style="list-style-type: none"> • 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: 50 €

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 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:
<ul style="list-style-type: none"> • Master degree in relevant field such as international development, evaluation, public sector policy, economics, natural resource management 	<ul style="list-style-type: none"> • Post-graduate level qualifications in project design or monitoring and evaluation.

Knowledge / Experience

Essential:	Desirable:
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<ul style="list-style-type: none"> • At least 7 years of experience in monitoring and evaluation for the sustainable development sector, with a thorough understanding of international best practices in a wide range of quantitative and qualitative evaluation methods and data analysis • At least 3 years of experience in resource mobilisation, with successful results across a range of donors • At least 3 years of experience in programme design and proposal writing for large bilateral donors, including conceptualizing and technical writing • Strategic thinker with well-developed analytical skills and meticulous attention to detail. • Experience in international development, including design and implementation of MEL Frameworks. • Proven record in the design of effective monitoring systems, data collection tools, and reporting and consolidating data from multiple locations and projects. • Excellent communication skills and report writing skills in English. • Ability to train and motivate divisional staff on MEL systems, proposal development, monitoring and results reporting and use of online reporting tools. • Strong people skills (influencing and relationship building) and ability to work in a multi-cultural and gender-sensitive environment. 	<ul style="list-style-type: none"> • Experience in MEL for fisheries, aquaculture or other natural resource management projects or working with projects in these areas. • Good knowledge of the Pacific, the issues associated with its history and development. • Proven ability to meet deadlines within budget constraints and flexible approaches to problem solving. • Demonstrated experience in setting priorities successfully. • Experience of working on MFAT, DFAT, EU, USAID and/or other large donor funded projects.
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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"> • Project formulation, proposal writing, monitoring, evaluation and reporting on donor/grant-funded projects or programmes, with good understanding of international best practices and donor requirements • Influencing and relationship building skills • Facilitation of participatory processes, workshops and retreats • Innovation and analytical skills and attention to detail, • Meeting tight deadlines • Results-oriented problem solving skills • Oral and written communication skills in English
Advanced level	<ul style="list-style-type: none"> • 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"> • Political awareness • Staff management
Awareness	<ul style="list-style-type: none"> • French language

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 demeanour
- Demonstrated high level commitment to customer service