



JOB DESCRIPTION

Job Title	Monitoring, Evaluation & Learning Officer
Division	Education Quality Assessment Programme
Location	Suva, Fiji
Line/Hiring Manager	Deputy Director EQAP
Direct Reports	No direct report
Purpose of the role	<p>The MEL officer is accountable to and works closely with EQAP teams and to support overall monitoring, evaluation and learning across EQAP division.</p> <p>The monitoring, evaluation and learning officer will also be responsible for providing timely and high-level analysis and reporting of Business Plan results aligned with the SPC – Strategic Performance and Learning (SPL) requirements, guidance and policies, and that of the EQAP and SPC development partners.</p>
Date	May 2023

Organizational Context and Organization Chart

The Pacific Community (SPC) is the principal scientific and technical organization in the Pacific region, supporting development since 1947. It is an international development organization owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, SPC works across more than 20 sectors and is known for our knowledge and innovations.

The Educational Quality and Assessment Programme (EQAP) leads The Pacific Community's (SPC) efforts to improve the quality of education in Pacific Island countries and territories contributing to the achievement of SPC's vision, mission and development goals, and PICT's education goals.

EQAP fulfils a unique and important role as a regional public good, supporting the quality of regional and national education in the Pacific. EQAP provides a dual role – supporting PICTs' efforts to strengthen their education systems while also providing services for regional and national education systems when individual countries do not, and in some cases may never, have the necessary systems, processes and capabilities.

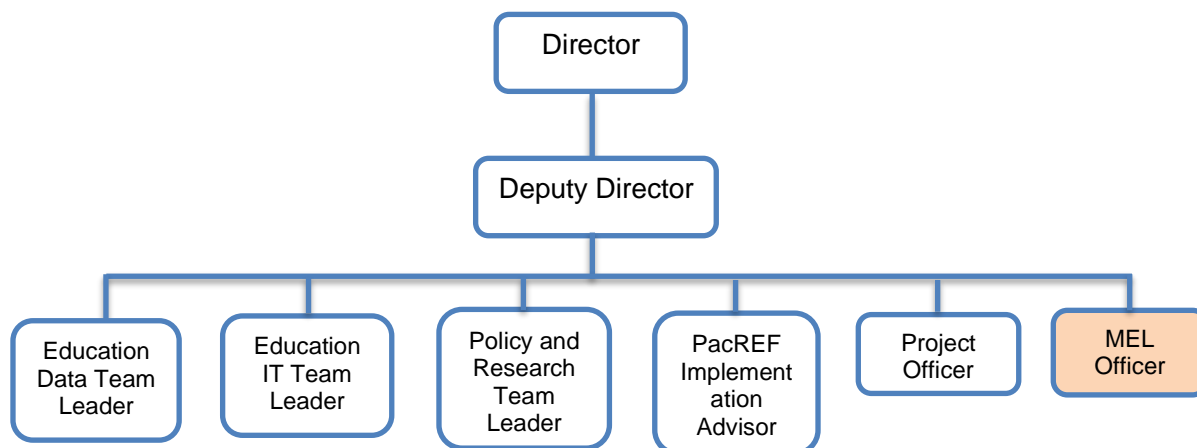
EQAP focuses on supporting the Pacific region and PICTs to achieve three key and inter-related education quality outcomes related to education policy, planning and management; the assessments of students, teachers and schools; and secondary and post-secondary qualifications. To meet SPC's mission and needs of PICTs, EQAP also continuously strengthens its own knowledge and expertise, an essential ingredient to enable EQAP to fulfil its mandate and realise the three education quality outcomes.

Under the Business Plan 2023-2026, the focus is on four key outcomes to fulfill SPC's development objective of improving quality education in the Pacific.

Three are key goals that relate to education quality outcomes and the fourth is to strengthen our own knowledge and capacity in order to realise the three key education quality goals, namely:

- Outcome 1: National Ministries of Education and other key institutions increase the use of information for policy development and implementation, planning and management
- Outcome 2: PICT schools increase and improve the assessment of students' performance against curricula
- Outcome 3: PICT national agencies, employers and learners increase the use of recognised quality assured qualifications
- Outcome 4: EQAP is increasingly recognised internationally as a leader and source of knowledge and expertise in education in the Pacific

Figure 1. EQAP Organizational Structure



Key Result Areas (KRAs):

The position Monitoring, Evaluation and Learning Officer performance requirement of the Key Result Areas are described below:

KRA#1: Divisional Monitoring, Evaluation and Reporting: Provide technical support and improvement of EQAP Division’s Business Plan reporting corresponding tools, and across programs, projects. Provide support and advice for divisional monitoring and reporting (40%)

KRA#2: Data collection analysis and coordination: Provide and coordinate the data collection process in the monitoring, evaluation and analysis for reporting of development and improvement of programs and projects, and that of the divisional monitoring and reporting requirements for SPC and development partners (20%).

KRA#3: MEL database Management: Manage the MEL database management and ensure MEL requirements meet SPC and donorr reporting (20%).

KRA#4: Capacity Building, Learning and reflection: Build capacity and skills of divisional staff, country focal points and participating stakeholders through capacity building in workplan activities, planning and reporting (20%)

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

Jobholder is accountable for:	Jobholder is successful when:
KRA#1: Divisional Monitoring and Reporting: Provide technical support and improvement of EQAP Division’s Business Plan reporting corresponding	<ul style="list-style-type: none"> • An effective and efficient MEL reporting and workflow process is established and maintained

<p>tools, and across programs, projects. Provide support and advice for divisional monitoring and reporting (40%)</p> <ul style="list-style-type: none"> • Provide technical assistance and support and improvement of monitoring and evaluation divisional workplan activities establishment of baseline, conduct of reviews and evaluations • Ensure all divisional reporting obligations are met with due diligence and in a timely manner and aligned to SCP- SPL requirements • Provide advice and onsite support in planning, implementation and management of all monitoring and reporting activities across programs and projects • Provide sound recommendations on training and workshop reports • Provision of regular monthly update on MEL for Divisional teams and reflection sessions • Contribute to the development, enhancement, and updating of the divisional MEL system and its corresponding tools aligned with the SPC-SPL guidelines and guidance, and policies. 	<ul style="list-style-type: none"> • Timely delivery of BP reporting and requirements that is aligned with SPC and donor • Divisional reporting requirements and information are accurate and available for timely delivery • Divisional teams MEL requirements and updates are timely met and delivered • High level support is provided to Divisional teams on planning, implementation and management of MEL related activities
<p><u>KRA#2: Data collection analysis and coordination:</u> Provide and coordinate the data collection process in the monitoring, evaluation and analysis for reporting of development and improvement of programs and projects, and that of the divisional monitoring and reporting requirements for SPC and development partners (20%).</p> <ul style="list-style-type: none"> • Manage and organize divisional data collection process and tools, ensuring the collection of accurate and reliable quantitative and qualitative data • Provide timely analysis for all divisional reporting and requirements • Ensure that data capture tools are precise and updated and fit for purpose for generating data and information for reporting of outputs and outcomes and BP indicators • Identify gaps in data collection process and provide timely recommendation for improvements 	<ul style="list-style-type: none"> • Accurate and timely data collection process is developed and maintained • Ensure quality assurance and enhancement of data collection tools, templates and process • Data collection gaps and challenges are addressed in a timely manner enabling constant flow of data and process • Generate reports, summaries, and visualizations to communicate findings effectively
<p><u>KRA#3: MEL Database Management:</u> Manage the MEL database management and ensure MEL requirements meet SPC and donor reporting (20%).</p> <ul style="list-style-type: none"> • Develop and improve appropriate tools to capture timely data enabling effective and efficient workflow process. • Effectively manage, updating and improvement to MEL database for effective and efficient extraction of data for reporting 	<ul style="list-style-type: none"> • M&E database information is regularly updated and stored for reporting and use by EQAP staff • An up-to-date M&E calendar with reporting timelines and MEL activities is maintained • Effective management of M&E SharePoint information and sharing • Ensure updates and improvement to M&E tools and systems

<ul style="list-style-type: none"> • Ensure that all monitoring data and information are strategically stored, and are accessible for use by the EQAP staff • Collaboration with EQAP teams for MEL data and information updates are regularly maintained • Make recommendations on improvements to existing data collection and reporting tools as well as data storing systems 	<ul style="list-style-type: none"> • Monitor compliance with monitoring and evaluation requirements set by donors, partners or regulatory bodies
<p>KRA#4: Capacity Building Learning and reflection: Build capacity and skills of divisional staff, country focal points and participating stakeholders through capacity building in workplan activities, planning and reporting (20%)</p> <ul style="list-style-type: none"> • Assist and support divisional staff in MEL capacity development for data collection and use of MEL tools and process • Share experience and lessons learned in the implementation of various MEL and reporting techniques and tools for effective and impactful reporting of development results • Ensure that lesson learnt and recommendations from monitoring are shared with senior management team and staff of EQAP 	<ul style="list-style-type: none"> • Divisional staff are updated trained and aware of MEL tools, templates and process • Lessons learned, best practices, and innovative approaches are shared and advocated to divisional staff • Provide support on divisional work planning and monitoring activities • Support the development of evidence – based recommendations to improve program performance

Most Challenging Duties Typically Undertaken (Work Complexity):

<ul style="list-style-type: none"> • Coordinating effective delivery of services to multiple programs and projects across the EQAP and in different cultural environments • While aligning with SPC corporate policies, maintaining effective communication and coordination across programs and projects of EQAP, and ensuring coherence in monitoring and reporting • Managing on-demand requests from programs and projects outside of the agreed workplans • Timely and effectively responding to different communications requirements and audiences within EQAP, SPC and development partners and project clients • M&E data workflow process is regularly maintained with Divisional teams and stakeholders

Level of Delegation:

Overall Operational Budget managed by the role: EUR 01

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

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Development partners or donors • PICTs national ministries and social service providers • Technical Partners Australian Council for Education Research 	<ul style="list-style-type: none"> • Reporting (activity/outcome and financial), various committees and working groups • Coordination and delivery of work Program • Representing EQAP

<ul style="list-style-type: none"> • PacREF implementing Agencies • NGOs, vendors, consultants, and community members 	
<p>Internal</p> <ul style="list-style-type: none"> • Division Director • Division Deputy Director • Division Team Leaders • Division team (reporting line) • Other SPC Technical Divisions and Programs • OMD, including SPL and other internal support 	<ul style="list-style-type: none"> • Seeks approval, informs, negotiates, communicates, moderate and facilitates • Reporting (activity/outcome and financial) Program delivery against outcomes • Integrated programming and supporting the People Centred Approach • Finance, MEL, results reporting

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A bachelor's degree in project management or equivalent work experience. 	<ul style="list-style-type: none"> • Practical training in program management and evaluation, survey and research analysis, or applied statistical data analysis in social sciences an asset.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 4 years of relevant experience in supporting M&E work or similar role for projects and programmes. • Solid working knowledge on M&E tools and processes. • Excellent analytical and writing skills for results reporting. • Demonstrated capacity to interact with various stakeholders and facilitate linkages between organisations. • Excellent interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organisations. 	<ul style="list-style-type: none"> • Good working experience in development sector or development projects. • Program management skills, with experience in a development context. • Solid computer analytical and visualization skills. • Ability to speak more Pacific Island languages is advantageous. • Track record of networking and relationship management with government and non-government stakeholders.

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"> • Proven experience of improvement in M&E workflow process and tools. • Experience in supporting EQAP teams with M&E work request and requirements. • Applied knowledge of Business plan indicator reporting, results frameworks and development challenges, preferably in the Pacific. • Ability and consistency to meet deadlines with high accuracy.
Advanced level	<ul style="list-style-type: none"> • Cultural, political, and religious sensitivities. • Critical analysis and innovative thinking. • Complex multisector coordination, planning and design. • Presentation, communication, reporting, writing and facilitation skills. • Networking and stakeholder engagement.
Working knowledge	<ul style="list-style-type: none"> • Experience in full Project management cycle in development sector. • Monitoring, Evaluation and Learning work experience and knowledge. • Technically knowledge in using computer applications for storing data and information to create appropriate visual materials.
Awareness	<ul style="list-style-type: none"> • SPC Values. • Resource mobilization.

Key Behaviors

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

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/management (for managers only)

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.