



JOB DESCRIPTION

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| Job Title: | Monitoring, Evaluation & Learning (MEL) Officer |
| Division/Programme | Human Rights and Social Development (HRSD) |
| Location: | Suva, Fiji |
| Reporting to: | MEL Manager (Pacific Women Lead) |
| Number of Direct Reports: | None |
| Purpose of Role: | <i>The Pacific Women Lead (PWL) Monitoring, Evaluation and Learning (MEL) Officer will conduct data collection, analysis and reporting to feed into HRSD and PWL whole of portfolio reporting and will assist several Pacific partners with their data collection, reporting and learning processes.</i> <i>There will be opportunities to learn and develop in this role, including building technical and operational skills in line with skills development within the organization.</i> |
| Date: | November 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 Human Rights and Social Development (HRSD) Division leads SPC's work program in the areas of human rights, gender equality and social inclusion, youth for development and culture for development. Under its Business Plan 2021-2026, 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.

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.

Pacific Women Lead (PWL) is a new AUD170 million Pacific regional development program, funded by the Australian Government. Commencing in 2021 for an initial period of five years, components of PWL will be managed and delivered by HRSD under its Business Plan and work programme for 2021-2026.

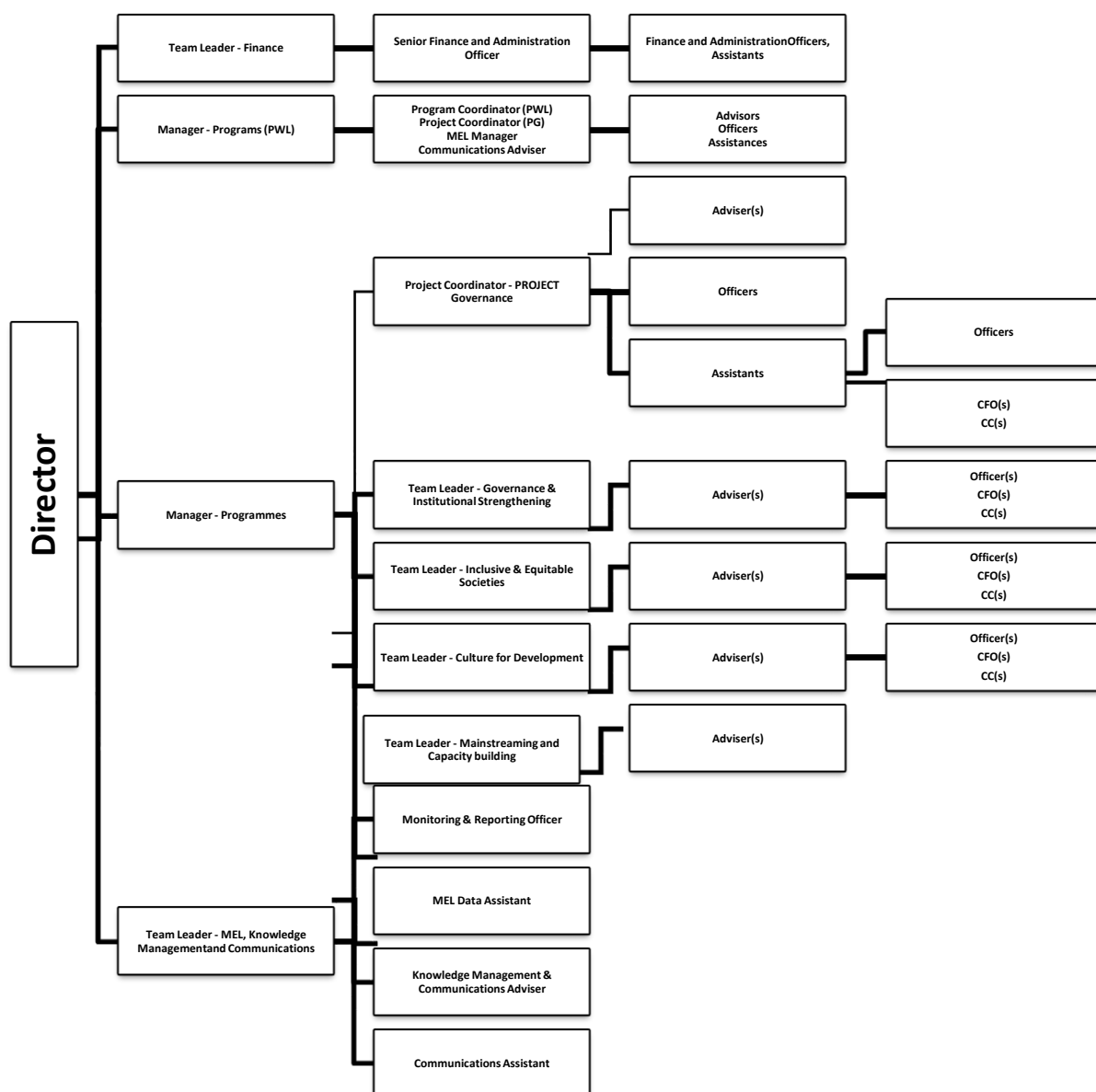
PWL comprises the implementation and management of several projects by the PWL team and partners and the management of several partner grants.

The PWL program goal is that *Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys*. The program is embedded in both a global and regional context for gender equality, including the global pandemic and its impacts in terms of deepening gender inequality in the Pacific. There are three end of program outcomes envisaged: (1) Women’s leadership promoted; (2) Women’s rights realized; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts. PWL at SPC’s strategies to achieve these outcomes include: Pacific-led innovation for gender equality, programme learning and convening, and partnerships for gender equality.

A core principle of the program is that Pacific women will lead the program, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse membership from across the region. The Governance Board oversees program monitoring and evaluation at a high level.

The program also recognizes that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce values of gender equality with consideration of the diversity of women and girls.

By being a part of the MEL team for PWL at SPC, the MEL officer will directly report to the MEL Manager of PWL at SPC, as well as any additional support to be provided to the Monitoring, Evaluation, Learning, Knowledge Management and Communications (MELKMC) Unit within HRSD.



Key Result Areas (KRAs):

Key Result Area 1: Programme and project monitoring and evaluation (40%)

Key Result Area 2: Data collection, analysis and coordination (40%)

Key Result Area 3: Team learning and reflection (10%)

Key Result Area 4: Collaboration and strategic engagement with SPC (10%)

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

| Jobholder is accountable for | Jobholder is successful when |
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| <p>KRA#1: Programme and project monitoring and reporting</p> <ul style="list-style-type: none"> • Supporting the implementation and improvement of PWL MEL activities, including grant and activity MEL processes; • Making recommendations on improvements to existing data collection, analysis and reporting processes; • Coordinating with the HRSD PWL team, grant partners and CFOs to ensure that information and data is received; • Supporting capacity building and training requirements for grant partners | <ul style="list-style-type: none"> • PWL MEL activities are rigorous and robust, and sufficient to show the results of PWL at SPC's work; • Grant partners are aware of relevant MEL requirements and how to use the tools provided; • Data collection and reporting tools are of a high quality and are user-friendly. |
| <p>KRA#2: Data collection, analysis and coordination</p> <ul style="list-style-type: none"> • Data collection for specific SPC PWL activities where grant partners require support • Providing capacity building and technical support to grant partners in data collection and analysis • Data analysis of SPC's PWL MEL data • Collating MEL data submitted by PWL at SPC partners and presenting to HRSD MEL team and PWL whole of portfolio MEL in accordance with the PWL at SPC MEL Framework. • Identifying gaps in MEL data required from grant partners and notifying the PWL at SPC MEL Manager. | <ul style="list-style-type: none"> • All MEL data required under the PWL at SPC MEL Framework is collected and analysed in a timely fashion. • All required PWL partner MEL data is received and presented according to the PWL at SPC MEL Framework |
| <p>KRA#3: Team Learning and reflection</p> <ul style="list-style-type: none"> • Assisting the MEL Manager, and PWL whole of portfolio MEL team (through Pacific Women Lead Enabling Services) in the leadup to the Annual Reflection and Analysis workshops; • Working with the MEL Manager to organize grantee reflection process and internal programme reflection processes; • Ensuring that lessons learnt and recommendations from monitoring are shared with HRSD staff and the PWL portfolio stakeholders. | <ul style="list-style-type: none"> • The Annual Reflection and Analysis workshop incorporates reflection, and learning sessions; • HRSD and PWLES staff are aware of lessons learnt to inform programme/project design and implementation. |
| <p>KRA#4: Collaboration and strategic engagement within SPC</p> <ul style="list-style-type: none"> • Working closely with the HRSD MELKMC Unit to support and advise HRSD on activity design and monitoring; • Participating in SPC MEL related meetings, | <ul style="list-style-type: none"> • MELKMC Unit receives surge support as requested • Participation in MEL related meetings |

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| including participating in HRSD MELKMC processes, the MELnet Community of Practice, and engagement with the Strategy, Performance and Learning (SPL) Division. <ul style="list-style-type: none"> • Supporting strategic skills building across HRSD • Other duties as assigned | |
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Most Challenging Duties Typically Undertaken (Work Complexity):

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| <ul style="list-style-type: none"> • Implementing effective delivery of multi-country program MEL in different cultural environments • Maintaining effective communication and coordination across the PWL team and program partners and HRSD in relation to MEL • Ensuring that all activities and actions are grounded in Pacific values and principles, and people centered approaches that reinforce values of gender equality |
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Functional Relationships & Relationship Skills:

| Key internal and / or external contacts | Nature of the contact most typical |
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| External <ul style="list-style-type: none"> • Grantee partners • PWL Enabling Services Contractor • PWL key funder, Australia’s Department of Foreign Affairs and Trade (DFAT) • Pacific Women Lead Advisory Board • PICTs national ministries and social services providers • Other funding and strategic partners • Other regional or international development agencies • Consultants | <ul style="list-style-type: none"> • Reporting activities, various committees and working groups • Providing information • Managing relationships • Representing SPC |
| Internal <ul style="list-style-type: none"> • HRSD Team, including colleagues working on PWL at SPC • Strategy, Performance and Learning (SPL) unit • Other SPC Technical Divisions and programmes, inc MELNet, SPL | <ul style="list-style-type: none"> • Reporting activities • Integrated programming and supporting the People Centered Approach • Finance, MEL, results reporting • Facilitates peer to peer learning |

Level of Delegation:

Budget Sign off Authority without requiring approval from direct supervisor: *none*

Person Specifications:

Qualifications

| Essential: | Desirable: |
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| <ul style="list-style-type: none"> • A degree in either international development, project management, evaluation, human rights or another related discipline | <ul style="list-style-type: none"> • Postgraduate qualification in a related discipline |

Knowledge/Experience

| Essential: | Desirable: |
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| <ul style="list-style-type: none"> • At least seven years of experience in monitoring and evaluation with a good understanding of international best practices in development effectiveness • Experience undertaking MEL tasks for development programs, particularly in the area of gender, human rights and social development • Skills in quantitative and qualitative data collection and analysis • Knowledge of organizations (including civil society, government, and private sector) and individual leaders working in various areas of gender equality and issues affecting women across the Pacific. • Strong interpersonal and representational skills with experience in building and maintaining effective working relationships with a range of different individuals and organizations • Exceptional written and oral communication skills in English • Understanding and knowledge of Pacific cultural values and international human rights principles and standards | <ul style="list-style-type: none"> • Experience reporting to donors including governments or UN agencies • Excellent skills in data input and management • Background in work to address gender equality, gender-based violence, disability rights consistent with human rights principles • Ability to speak a language from the Pacific • A solutions-focused mindset |

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | <ul style="list-style-type: none"> • Experience in implementing MEL frameworks/plans with a good understanding of international best practices in development effectiveness |
| Advanced level | <ul style="list-style-type: none"> • High-level analytical skills • Ability to meet deadlines • Experience producing high quality donor reporting • Cultural, political and religious sensitivities • Critical analysis, solutions focused, innovative thinking |
| Working Knowledge | <ul style="list-style-type: none"> • Data collection, analysis and report writing skills |
| Awareness | <ul style="list-style-type: none"> • Human rights, ending violence against women and gender equality programmes • SPC human rights and social development work in the region |

Key Behaviours

*All employees are measured against the following **Key Behaviours** 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.