



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Monitoring, Evaluation, Research and Learning (MERL) Adviser - Disaster and Community Resilience Programme (DCRP)</b>
<b>Division/Programme:</b>	Geoscience, Energy and Maritime Division (GEM)
<b>Work Unit:</b>	DCRP
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Planning, Monitoring, Evaluation and Learning (PMEL) Team Leader (GEM)
<b>Number of Direct Reports</b>	0
<b>Purpose of Role:</b>	The MERL Adviser is responsible for enhancing project and programme planning, monitoring, and reporting within the DCRP. This role ensures the effective use of MERL to improve project outcomes, inform decision-making, and demonstrate the impact of DCRP's initiatives to donors and partners.
<b>Date:</b>	October 2024

### Organisation Context and Organisation Chart

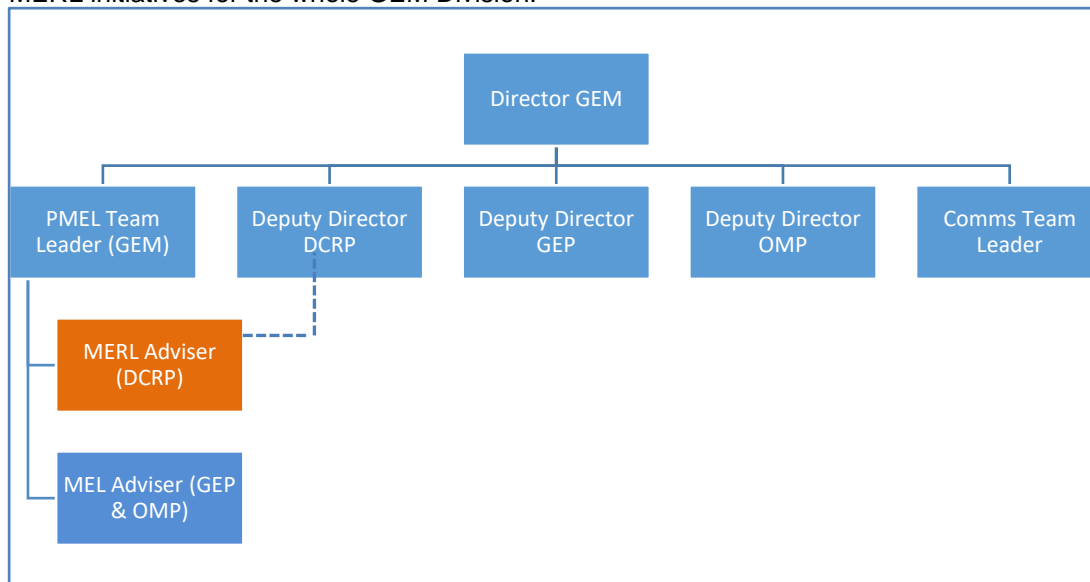
**The Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

**The GEM Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The MERL Adviser (DCRP) is a key role in leading and coordinating MERL within the DCRP Programme and projects in consultation with the DCRP Deputy Director, Team Leaders and Project Managers. It also assists the PMEL Team Leader (GEM) with strategic organisational and corporate

MERL initiatives for the whole GEM Division.



This full-time position will report on corporate results to the PMEL Team Leader (GEM) who has overall responsibility for PMEL within the GEM Division. On DCRP-specific technical and strategic issues, this position will report to the DCRP Deputy Director.

**Key Result Areas:**

The **MERL Adviser (DCRP)** will have direct accountability to the PMEL Team Leader on SPC and GEM corporate results reporting. On DCRP-specific technical and strategic issues, the MERL Adviser will report to the DCRP Deputy Director, in close collaboration with DCRP Team Leaders, other DCRP programme staff, and other MEL advisers within GEM and across SPC. The MERL Adviser (DCRP) will also collaborate with SPC’s Strategy, Planning and Learning (SPL) Division (as appropriate), which has a leadership and coordination role improving MEL and reporting across SPC.

This position encompasses the following Key Result Areas:

- **Key Result Area 1:** Project MERL advice and capability building (30%)
- **Key Result Area 2:** Programme and sector MERL leadership (35%)
- **Key Result Area 3:** Programme and Project Planning Advice (15%)
- **Key Result Area 4:** Facilitation of DCRP contributions to GEM and SPC corporate reporting and learning (20%)

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

Job holder is accountable for:	Job holder is successful when:
<b>Key Result Area 1: Project MERL advice and capability building (30%)</b>	
<ul style="list-style-type: none"> <li>• Provide MERL inductions and ongoing training to staff.</li> <li>• Advise on the development and revision of project results frameworks and MERL plans.</li> </ul>	<ul style="list-style-type: none"> <li>• DCRP project staff report increasing confidence in using MERL within their projects.</li> <li>• The quality of MERL and use of MERL within DCRP projects improves over time.</li> <li>• DCRP project results frameworks and MERL plans:               <ul style="list-style-type: none"> <li>○ are user-friendly and underpinned by a clear theory of change.</li> <li>○ measure quantitative and qualitative output, outcome and if possible, impact indicators.</li> <li>○ can be used for a range of purposes, including reporting, communications,</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Lead discussions with DCRP Teams and donors to streamline data collection and reporting.</li> <li>• Provide advice and coaching to project team staff (and where appropriate, implementation partner staff) on context-appropriate data collection and storage tools that maximise quality of data collected, efficiency of collection/analysis, and allow for data disaggregation.</li> <li>• Work across project teams to drive increased consistency of output/outcome data collected, stored, and analysed under similar activities over time.</li> <li>• Provide high-quality advice, data, and evidence on the results achieved by projects as part of timely project reporting.</li> <li>• Work with the Communications Team for the Programmes to include impact and performance stories and case studies in reporting to donors.</li> </ul>	<p>research, testing assumptions, and supporting results-based and adaptive management.</p> <ul style="list-style-type: none"> <li>○ align with the SPC, GEM and DCRP plans / results frameworks as well as donor needs.</li> </ul> <ul style="list-style-type: none"> <li>• Over time, there is reduced duplication of effort and project teams are able to meet both donor and SPC report needs without being over-burdened.</li> <li>• Data collection, storage and reporting tools are high quality, efficient, user-friendly and allow for easy and informative analysis.</li> <li>• MERL data within DCRP projects is stored in a safe yet accessible and user-friendly system.</li> <li>• Over time, data held between activities/projects allows for greater comparative analysis.</li> <li>• Reports to project donors contains evidence and data of key results achieved, lessons learned and other adaptative management strategies.</li> <li>• Reporting to donors includes impact stories or case studies to demonstrate the value of DCRP's work.</li> </ul>
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**Key Results Area 2: Disaster and Community Resilience Programme and sector MERL leadership (35%)**

<ul style="list-style-type: none"> <li>• Lead the development and strengthening of an integrated DCRP programme results framework and costed MERL Plan that will support the programme to: <ul style="list-style-type: none"> <li>○ Operate according to a clear theory of change.</li> <li>○ Leverage economies of scale within MERL across projects.</li> <li>○ Report key project results cumulatively.</li> <li>○ Measure results that extend beyond the life of projects.</li> <li>○ Undertake research into, and comparative analysis of, approaches used between projects to test assumptions and inform future decisions.</li> </ul> </li> <li>• Lead implementation of the DCRP MERL Plan (including managing associated programmatic budget) and drive programmatic research elements of the Plan.</li> <li>• Strengthen the alignment between project and programme data collection and storage tools to maximise timeliness, efficiency, accuracy, quality, accessibility, and analysability (includes consideration of use of digital data collection, storage, and analysis</li> </ul>	<ul style="list-style-type: none"> <li>• DCRP programme results framework and MERL plan: <ul style="list-style-type: none"> <li>○ is user-friendly and underpinned by a clear theory of change.</li> <li>○ measures quantitative and qualitative output, outcome and impact indicators.</li> <li>○ can be used for a range of purposes, including reporting, communications, research, testing assumptions, and supporting results-based and adaptive management within the programme as a whole.</li> <li>○ aligns with the FRDP, SPC, GEM and project plans / results frameworks; but is not limited by those plans/frameworks.</li> </ul> </li> <li>• Implementation of MERL Plan and research is timely and leads to greater results-based and adaptive management within the programme.</li> <li>• High quality and standardised MERL data for DCRP key indicators and results areas is increasingly able to be pulled on-demand from project/programme data without disruption to activity implementation.</li> </ul>
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<p>tools, and inputting into SPC-wide discussions on the use of such tools).</p> <ul style="list-style-type: none"> <li>Assist to drive efforts to develop and implement a MERL framework for the Framework for Resilient Development in the Pacific (FRDP) / Pacific Resilience Partnership (PRP) that will inform reporting, continuous improvement and support research and innovation within the Pacific resilience sector.</li> <li>Facilitate DCRP's integrated programming processes and links to broader divisional and SPC wide efforts as per the SPC reporting schedule. This includes: <ul style="list-style-type: none"> <li>communicating with the DCRP Teams on relevant SPC reporting dates and data collection/reporting tools;</li> <li>coordinating the mid-year reporting and end of year reporting for DCRP through updating results frameworks, developing performance stories and providing annual training data;</li> <li>making recommendations, where necessary, to the MEL Team Leader (GEM) on improvements to SPC data collection and reporting tools.</li> </ul> </li> <li>Coordinate with the DCRP Deputy Director and Team Leaders to ensure that quality information and data is received and processed from the Programmes Team.</li> </ul>	<ul style="list-style-type: none"> <li>Alignment of DCRP workplans and MERL to the FRDP MERL framework and directly contributing to its implementation.</li> <li>DCRP is working and reporting its results into SPL in an integrated and timely manner.</li> <li>Programmes Team are able to use the tools provided.</li> <li>The GEM reporting quality assurance process is followed.</li> </ul>
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**Key Result Area 3: DCRP Programme and Project Planning Advice (15%)**

<ul style="list-style-type: none"> <li>Lead coordination of the DCRP annual and multi-year work planning processes, ensuring alignment with the FRDP, SPC Strategic Plan, GEM Business Plan, and project workplans.</li> <li>Facilitate strategic discussions within DCRP to consolidate the programme's inputs into the GEM business plan and SPC-wide strategic planning and MERL initiatives.</li> <li>Provide data, advice, analysis, and evidence on the results achieved within programme and by the projects as part of programme reporting.</li> </ul>	<ul style="list-style-type: none"> <li>DCRP has up-to-date annual and multi-year work plans that accurately reflect project/programme activities and are consolidated in the GEM division annual work plans.</li> <li>DCRP workplan clearly contributes to the achievement of targets within the FRDP, SPC Strategic Plan, GEM Business Plan.</li> <li>DCRP is accurately represented within the GEM business plan and SPC strategic planning and MERL initiatives.</li> <li>DCRP's reporting contains evidence and data of key results achieved, lessons learned and other adaptive management strategies.</li> </ul>
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**Key Result Area 4: Facilitation of DCRP contributions to GEM and SPC corporate reporting and learning (20%)**

<ul style="list-style-type: none"> <li>In consultation with the DCRP Deputy Director, organise the six-monthly and annual reflection and learning workshops at</li> </ul>	<ul style="list-style-type: none"> <li>The mid-year and annual reflection and learning workshops incorporate reflection, learning and planning sessions.</li> </ul>
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<p>a programme level; and assist the PMEL Team Leader GEM to organise the six-monthly and annual reflection and learning workshops at a divisional level.</p> <ul style="list-style-type: none"> <li>• Provide advice to the DCRP Programmes Team on activity design and monitoring.</li> <li>• Provide MERL advice to the PMEL Team Leader (GEM), DCRP Deputy Director and DCRP Programmes Team.</li> <li>• Represent DCRP at MERL-related meetings when the PMEL Team Leader (GEM) is required, but not able, to attend.</li> <li>• Other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• SMT and other GEM/DCRP staff are aware of lessons learnt to inform programme/project design and implementation.</li> <li>• PMEL Team Leader (GEM), DCRP Deputy Director and DCRP Programmes Team receive timely MERL support when requested.</li> <li>• Representation of DCRP at MERL-related meetings is fulfilled.</li> </ul>
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### **Note**

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. The outcomes of these discussions will be represented in the specific performance plan for the job holder.

### **Functional Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<ul style="list-style-type: none"> <li>• <b>Internal- GEM</b></li> <li>• DCRP Deputy Director and Team Leaders</li> <li>• DCRP Programme staff and others that work in the programme areas in GEM</li> <li>• PMEL Team Leader (GEM)</li> <li>• Director</li> <li>• GEM staff, including Economist and Strategic Communications Team Leader</li> </ul>	<p>Trains/coaches, communicates, facilitates, and provides information</p> <p>Regular coordinating and reporting</p>
<p><b>Internal - SPC</b></p> <ul style="list-style-type: none"> <li>• MELNET members</li> <li>• SPL</li> </ul>	<p>Provides information, peer learning</p>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Project implementing partners:</li> <li>• Donors</li> <li>• Member country governments:</li> </ul>	<p>Provides information and capacity development</p> <p>Reporting and communication</p> <p>Information sharing and support</p>

### **Level of Delegation:**

Operational budget of the MERL Adviser (DCRP) to be determined following design of MERL Plan. The position holder has no delegated authorities as per SPC's Manuals of Delegation.

### **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 jobholder 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.*

### 1. Qualifications

Essential:	Desirable:
A postgraduate qualification in a relevant field such as 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 field such as evaluation, public sector policy, project management, international development, disaster risk management, climate change, water and sanitation or natural resources management

### 2. Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>- At least 8 years of experience in international development project or programme implementation, including at least 5 years in monitoring and evaluation for projects/programmes.</li> <li>- An excellent understanding of international best practices in development effectiveness.</li> <li>- Good knowledge of the Pacific regional and cultural contexts and operational realities.</li> <li>- Knowledge of different international donor expectations in relation to MERL.</li> <li>- Demonstrable experience in programme MERL support for large multi-disciplinary programmes implementing large bilateral donors, including conceptualising, technical writing and streamlining MERL processes to meet multiple audience demands.</li> <li>- Knowledge and experience of creating/using tools and strategies for the efficient and effective entering, processing, cleaning, extraction and analysis of data.</li> <li>- Demonstrable experience in delivering effective MERL coaching and/or training</li> <li>- Experience in successfully working within a deadline-driven environment</li> </ul>	<ul style="list-style-type: none"> <li>- Experience and knowledge of MERL in sectors such as disaster risk management, climate change or water resources management</li> <li>- Knowledge of international and regional agreements relating to disaster risk management, climate change and resilience</li> <li>- Experience in working on MFAT, DFAT, EU, USAID and/or other large donor-funded projects.</li> <li>- Experience in delivering effective MERL coaching and/or training to Pacific audiences.</li> <li>- Ability to speak a language from the Pacific.</li> </ul>

### 3. 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 MERL plans for both 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 MERL for a range of purposes (including reporting, communications, research, testing assumptions, and supporting results-based and adaptive management)</li> </ul>

	<ul style="list-style-type: none"> <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 ability to use a range of tools used in MERL (e.g. Excel, SPSS, KoBo Toolbox and other web-based monitoring and reporting systems).</li> <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>

#### 4. 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

#### 5. Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour
- 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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.