



JOB DESCRIPTION

Job Title:	PacMEL Coordinator
Division; Section:	Director General's Office; Strategy, Performance and Learning Unit (SPL)
Location:	Suva
Reporting to:	Team Leader Monitoring, Evaluation and Learning
Number of Direct Reports:	0
Purpose:	<p>To coordinate the implementation of the Strengthening Pacific MEL project and support the completion of project activities as required.</p> <p>To support engagement, partnership development, and socialisation of the Pacific Monitoring, Evaluation and Learning Capacity strengthening Rebbilib roadmap with stakeholders.</p>
Date:	November 2023

Organizational Context and Organization Chart

The Pacific Community has been providing scientific and technical services to the Pacific region, since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture. SPC has a Strategic Plan 2016 – 2020 that sets our goals and objectives. The Plan was developed with members and its implementation is guided by a Sub Committee of our governing body.

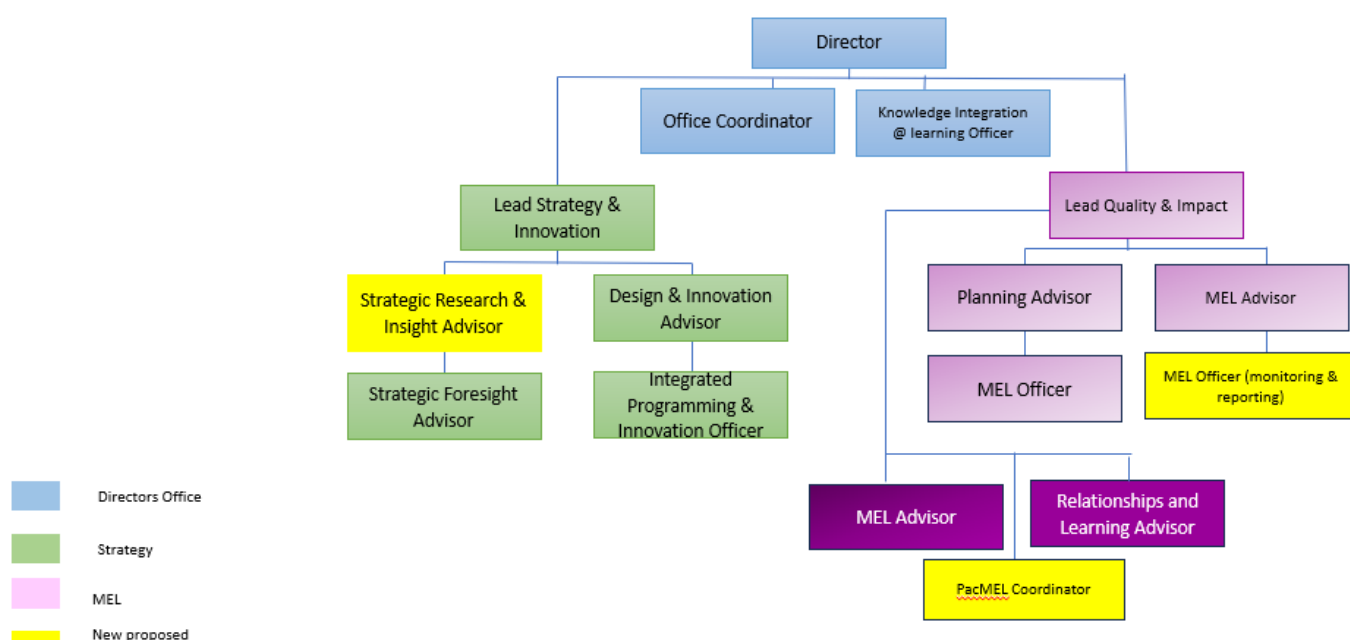
- Goal 1: Pacific people benefit from sustainable economic development
- Goal 2: Pacific Communities are empowered and resilient
- Goal 3: Pacific people reach their potential and live long and healthy lives

The Strategy, Performance & Learning (SPL) is a specialised unit within the Office of the Director-General, with responsibilities for developing methodology, capability and practice for monitoring and reporting against the SPC Strategic Plan. SPL has staff based at our headquarters in Noumea, as well as our regional office in Suva. We provide whole of organisation service (Secretariat and member) through: i) Strategy and Planning; ii) Monitoring, Evaluation & Learning; iii) Design and Innovation. Our work is focussed on creating the conditions for change, grounded in contextually relevant and culturally responsive practice.

Pacific MEL

In 2018, SPC began to explore partnerships to look at strengthening monitoring, evaluation and learning (MEL) capacity in the Pacific in order to supply and increase the demand for evidence to support decision-making. In 2019, a partnership was formed with the New Zealand Government Ministry of Foreign Affairs and Trade, SPC and BetterEvaluation to co-design a participatory process to assess and understand the current MEL system and opportunities for capacity strengthening. Over the next 12 months the partnership extended to Pacific stakeholders from national governments, civil society, academic institutions, development partners and donors.

This participatory process led to the *Pacific Monitoring, Evaluation and Learning Capacity Strengthening Rebbilib¹*, which acts as a roadmap for the Pacific region and commits the Pacific Community (SPC), Pacific Island countries and territories (PICTs), and development partners to strengthen capacity in the Pacific region for contextually and culturally appropriate monitoring, evaluation, research and learning to support improved governance and decision making. The Pacific MEL team within SPL will continue to support the voyage ahead for Pacific MEL.



Key Result Areas (KRAs):

The **PacMEL Coordinator** sits within the SPL team and is critical to furthering the implementation of Pacific MEL strengthening across the region. This position supports and enhances the existing functions of the Va'a in implementing project objectives. The following KRA's have been designed based on "the voyage ahead" outlined for Pacific MEL in *rebbilib* (pp.29-32):

The functions and Key Result Areas are below.

1. KRA 1 - Pacific-led va'a for co-ordination – Project management (40%)
2. KRA 2 - MEL capacity – Coordinate requests for capacity strengthening (25%)
3. KRA 3 - MEL culture - Support initiatives for strengthening MEL organisational culture (15%)
4. KRA 4 - MEL collaboration - Support MEL regional convenings and communities of practice (20%)

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

Jobholder is accountable for	Jobholder is successful when
KRA 1 - Pacific-led va'a for co-ordination Strengthening the ownership, coordination and cohesion of MEL in the Pacific region through	

¹ <https://www.spc.int/updates/blog/2020/08/pacific-mel-rebbilib-report-on-mel-capacity-available-for-download>

<p>solesolevaki (reciprocity, social capital, kinship and community relationships).</p> <p>Key elements for this role include:</p> <ul style="list-style-type: none"> • Project management and financial monitoring to support the implementation and completion of the final year of the current phase of MFAT funding. • Coordination of resource mobilisation efforts to secure ongoing funding for the next phase of the programme (Phase 3). • Convening of the project Steering Committee. • Facilitate consultative processes to co-ordinate and manage specific initiatives, relationships and collaborations, including negotiating priorities and arranging annual MEL convenings. • Support the PacMEL Adviser and Relationships and Learning Adviser on implementing project activities, responding to requests, as well as other recommended strategies and actions in the voyage ahead as required. 	<ul style="list-style-type: none"> • PacMEL workplan is up-to-date, including activity and financial tracking. • Engagement with donor partners to secure ongoing funding for Phase 3 of the project. • Project Steering Committee is convened quarterly (or at an otherwise agreed frequency), with the provision of meeting documents and meeting outcomes documented. • Pacific MEL governance arrangements help ensure that Pacific MEL stakeholders have a regular forum through which to provide direct inputs into MEL governance in the Pacific region, and to better coordinate their actions and resources in support of MEL development.
<p>KRA 2 - MEL capacity Support MEL capacity strengthening, as well as ensuring efforts are dedicated to continuously maintaining MEL knowledge and skills.</p> <p>Key elements for this role include:</p> <ul style="list-style-type: none"> • Coordinate response to national and regional requests for capacity strengthening funding through the PacMEL project. This may include the engagement of consultants to support the team deliver training, procurement and other administrative support. • Support access to on-the-job training, short courses, micro-qualifications, graduate programmes, along with follow up technical assistance, coaching, mentoring, peer learning • Coordinate webinars or other short session formats including Pacific examples and presenters, run online or in-person • Support the delivery of the regional MEL qualification currently in development through logistic and other project management support, including working with USP and other accredited training providers from across the Pacific region. 	<ul style="list-style-type: none"> • National and regional requests for MEL capacity strengthening are responded to in a timely manner. • Contextually relevant and culturally responsive MEL capacity development is developed or available at the individual and institutional level. • MEL capacity involves not only knowledge and skills, but also the ability to apply these, including enabling organisational structures and culture. • Different entry points are available, including on the job, short courses, micro-qualifications, graduate programmes • Capacity development is directed at different users – MEL specialists, those with MEL responsibilities, senior leaders, etc.
<p>KRA 3 – MEL culture Support initiatives aimed at building or continuously strengthening MEL organisational culture. This</p>	

<p>includes building MEL awareness, MEL literacy and MEL leadership.</p> <p>Key elements include:</p> <ul style="list-style-type: none"> • Advocating for and mobilising resources to address Pacific MEL needs. • Identifying the enabling conditions for MEL, and supporting their monitoring and review to make adjustments where necessary • Supporting the identification of needs and priorities with focal points in their establishment of MEL units • Supporting the development of policies, frameworks, strategic plans, theories of change at both sectoral and national levels. • Supporting the establishment of MEL standards and SOPs . 	<ul style="list-style-type: none"> • The development of MEL awareness, MEL literacy and MEL leadership across governments or organisations is supported. • MEL policies, frameworks, guidelines, organisational charts, and standards for the operationalisation of MEL are developed and/or supported. • Resources are secured to address MEL needs. • Ensuring that the enabling conditions for MEL are monitored and reviewed to make adjustments where necessary.
<p>KRA 4 - MEL collaboration</p> <p>Support MEL regional convenings and communities of practice, both new and existing, within countries across different MEL stakeholders, but also across the region and internationally.</p> <p>Key elements for this role includes:</p> <ul style="list-style-type: none"> • Support the organisation of annual MEL regional convenings to share examples, discuss emerging issues, provide some structured learning opportunities and share knowledge and experiences and strengthen supportive networks. • Support online and in-country communities of practice. • Support stakeholder/ partnership engagement and management strategies, strengthening existing and establish new partnerships. • Influence and advocate cultural competence for MEL with all stakeholders and partners. • Extend partnerships in locally-led research and evaluation. • Support coordination and information sharing. 	<ul style="list-style-type: none"> • Annual MEL convening is delivered, including required logistic and administrative support. • Coordination, partnerships and information sharing is enhanced • Communities of practice share questions and suggestions that respond to local context, and help inform regional MEL convening and knowledge sharing. • Stakeholder/ partnership engagement and management is strengthened. • Cultural competence for MEL is advocated for with all stakeholders and demonstrated. • Locally-led partnerships in research and evaluation are supported.

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):

- Project management for a regional level project, with multiple partners and stakeholders.
- Leading intra and cross-organisational change processes to identify MERL capacity needs at the regional level.
- Supporting member countries with the engagement in the needs analysis, event and post event engagement – balancing trust, engagement and mutual reciprocity. Understanding of the socio-political contexts of member countries.
- Supporting divisions to build their capacity to engage with performance management processes that are outside of their comfort zones and areas of expertise to strengthen the foundation for business planning.

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"> • Foreign Affairs focal points • Pacific MEL partners and practitioners • Pacific organisations and governments • Consultants 	<ul style="list-style-type: none"> ▪ Partnership building and network development ▪ Presenting information and facilitating engagement on Pacific MEL governance, management and participatory processes ▪ Facilitating effective information exchange ▪ Liaising ▪ .
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Deputy Directors General • Divisional Directors • SPL Team • MELnet • Programme staff 	<ul style="list-style-type: none"> ▪ Providing specialist advice, facilitation and feedback ▪ Planning, facilitation, coordination ▪ Giving/receiving and informing ▪ Facilitating information exchange ▪ Explaining and mediating ▪ Leading and supervising development of MEL systems ▪ .

Level of Delegation:

Routine Expenditure Budget: N/A

Budget Sign off Authority without requiring approval from direct supervisor: N/A

Personal 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"> • A graduate-level qualification in a relevant field such evaluation, international development, public sector policy, adult learning 	<ul style="list-style-type: none"> • Post-graduate qualifications in project design, monitoring and evaluation, economics

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years of experience in the design, leadership, and management of programmes and projects in the Pacific. • Understanding on Pacific ways of learning, engagement, and/or partnership building. • Experience in monitoring, evaluation and learning for projects in the Pacific, and understanding of best practices in development effectiveness. • Demonstrated experience in building or supporting communities of practice / professional networks. • Capacity development skills • Excellent interpersonal, organisational and communication skills. • Ability to work in a multi-cultural, inclusive and gender-sensitive environment. 	<ul style="list-style-type: none"> • Broad ranging experience in monitoring and evaluation in various sectors such as organisational development, natural resource management, health, climate change, gender and social inclusion etc. • Skilled in quantitative and qualitative research methods and data analysis • Understanding of Pacific development challenges • Understanding of the concepts of Thinking and Working Politically, Adaptive Development and Doing Development Differently • Broad ranging experience in monitoring and evaluation in various sectors. • Working knowledge of French.

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"> • Monitoring, evaluation and reporting on donor/grant-funded projects or programmes • Good understanding of international best practices in development effectiveness • Leadership • Project management, planning and coordination • Strategic thinking skills • Innovation and analytical skills • Change management • Oral and written communication skills in English • Skilled user of databases for entering, processing, cleaning and extracting data • Strong influencing and relationship-building skills
Advanced level	<ul style="list-style-type: none"> • Capacity development • Facilitation skills • Presentation skills • Results orientated problem solving • High attention to detail • Familiarity with SPC Corporate policies and strategies
Working knowledge	<ul style="list-style-type: none"> • Financial management • Development effectiveness • SPC programme activities • Understanding of development issues in the Pacific region
Awareness	<ul style="list-style-type: none"> • French language

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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.