



JOB DESCRIPTION

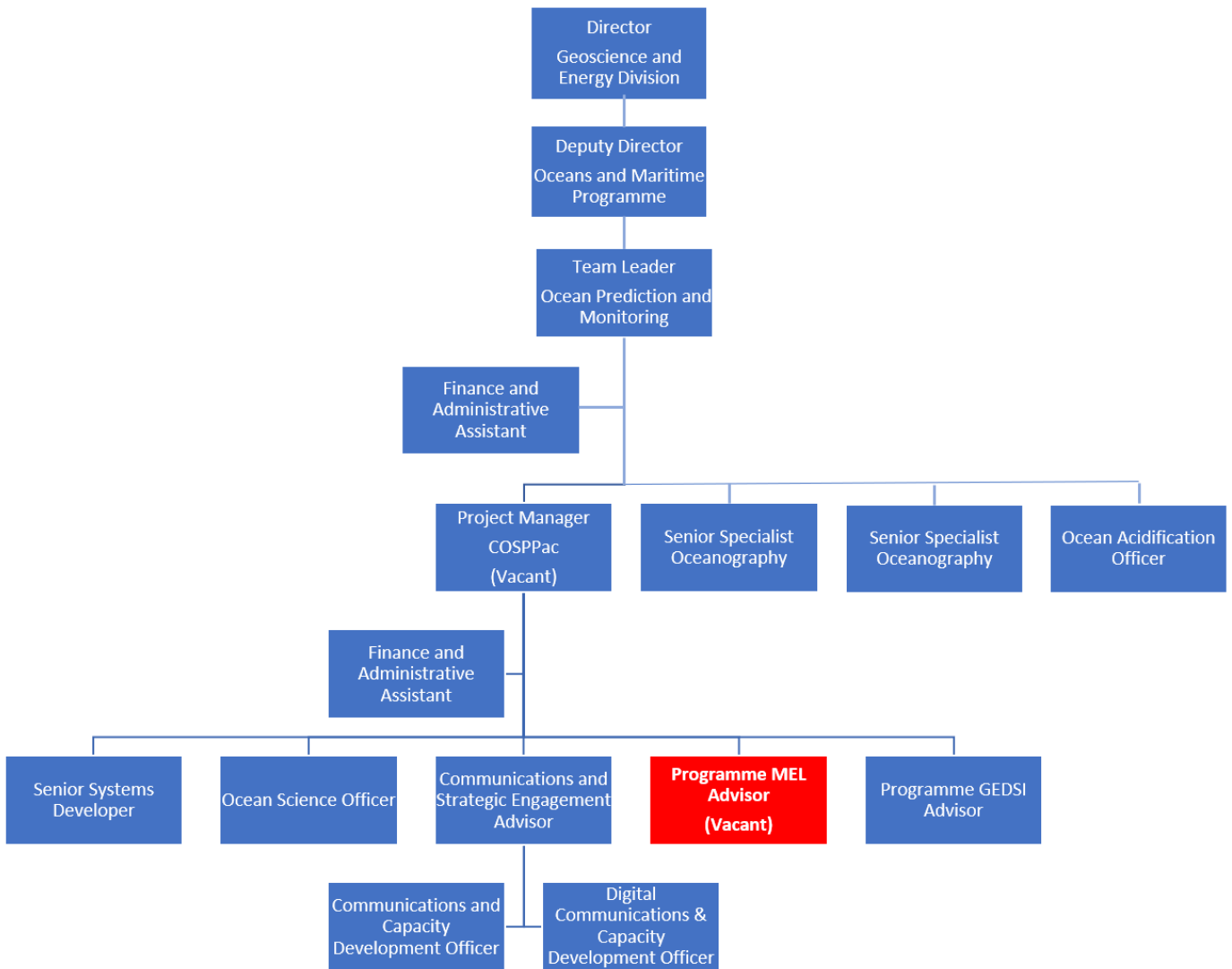
Job Title:	Planning Monitoring Evaluation and Learning (PMEL) Adviser
Division/Programme and Section/Project (if any):	GEM/OMP/COSPPac
Location:	Noumea, New Caledonia or Suva, Fiji
Reporting to:	Project Manager COSPPac
Number of Direct Reports:	Nil
Purpose of Role:	Lead, strengthen and direct COSPPac planning, monitoring, evaluation and learning activities to ensure robust reporting, accountability to relevant stakeholders including donors, and application and sharing of learning to improve programme performance. This includes design and implementation of COSPPac's MEL framework; overseeing design and implementation of MEL processes including programme planning; building quality, results-focused monitoring evaluation and learning (MEL) into programme activities such as data collection, planning and reporting processes; ensuring alignment with SPC and donor MEL reporting requirements. Support programme-wide planning, programming, resource mobilisation and performance management with evidence generation and analysis; MEL practices in line with the PEARL and donor policy.
Date:	<i>January 2024</i>

Organizational Context and Organization Chart

The Geosciences, Energy and Maritime (GEM) Division of SPC is comprised of three programmes and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience. The Oceans and Maritime Programme is organised to respond to SPC members' needs in three focus areas – Policy and Governance; Technical Assessment and Data Management; and Capacity Building and Gender. The Oceans and maritime Programme has a holistic approach in the four areas to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean Literacy and Maritime Capacity.

The Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3) is supported by the Government of Australia and New Zealand. COSPPac has entered a third phase of four years (2023-2027) and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities. COSPPac3 is implemented by the Australian Bureau of Meteorology (the Bureau), in partnership with Geoscience Australia (GA), the New Zealand National Institute of Water and Atmospheric

Research Limited (NIWA), the Pacific Community (SPC), and the Secretariat of the Pacific Regional Environment Programme (SPREP).



Key Result Areas (KRAs):

The position of the jobholder encompasses the following major functions or Key Result Areas (KRAs):

1. Programme wide Monitoring, evaluation, reporting (25%)
2. Building monitoring, evaluation and learning systems, processes, and tools (25%)
3. PMEL capacity Building and support (25%)
4. Programme, project development, design, and resource mobilisation (25%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Programme wide monitoring, evaluation, reporting (25%)</p> <ul style="list-style-type: none"> • Lead the development of a comprehensive MEL framework for COSPPac including key evaluation questions and performance indicators. • Responsible for the implementation of MEL Framework including building quality, results focused MEL into COSPPac activities with data collection, planning, reporting processes and ensuring alignment with donor and SPC MEL requirements. • Drive programme wide learning and use of MEL findings and facilitate opportunities to increase learning across COSPPac stakeholders. • Advise COSPPac Project Management on MEL process and outcomes including strategic direction of respective work areas for programme improvement. • Ensure that the programme maintains a line of sight to organisational strategic priorities through engagement with organisational MEL practices, reflection on COSPPac’s contribution to organisational and developmental objectives, and high-quality reporting to SPC’s Results Report • Ensure COSPPac’s technical and scientific staff are supported in monitoring and assessing progress. This includes maintaining reporting standards, documenting lessons learned and working with relevant Pillars to apply programme lessons; supporting accurate data collection within the programme; review of annual work plans, progress reports and other project results to assess progress in 	<ul style="list-style-type: none"> • The Results Framework is actively being used and followed by COSPPac partners and participating countries. • COSPPac staff are incorporating evaluation and learning practices into their work. • COSPPac SPC staff are aware of organisational and MEL requirements. • Planning, reflection and learning in COSPPac is strengthened and aligns with donor requirements. • Sound and timely evidence from PMEL activities is provided to support project design and development to the project management unit. • Donor reporting and data collection systems are streamlined and align with the framework. • High quality funding proposals prepared in close collaboration with Ocean Prediction and Monitoring (OPM) team at GEM Division (and other division’s) technical experts, submitted on time and successfully funded. • COSPPac’s results framework and reporting are aligned with SPC Corporate Strategic Plan. • Lessons learnt and recommendations from MEL activities are shared with COSPPac and GEM management and form part of strategic discussions and planning. • Monitoring and evaluation of COSPPac programme events/activities are easily captured in reports. • All donor narrative reports are submitted

<p>meeting objectives; and ensuring MEL and reporting requirements of donors and SPC are met.</p> <ul style="list-style-type: none"> • Ensure MEL framework includes a term of reference for mid-term evaluation. • Responsible for Division level MEL reporting requirements for COSPPac • Support and provide guidance to OPM and OPM projects with MEL related processes. 	<p>on time and to a high quality.</p> <ul style="list-style-type: none"> • COSPPac results are communicated and made available to members and partners.
<p>KRA 2: Building monitoring, evaluation and learning systems, processes, and tools (25%)</p> <ul style="list-style-type: none"> • Develop new initiatives to improve the effectiveness of COSPPac’s MEL systems, including the application of approaches to internal and external MEL. This includes design and development of monitoring & evaluation plans, reporting templates, data collection instruments and tools and create and curate databases to guide COSPPac in collecting, analysing, and utilising relevant information for corporate and donor results reporting requirements. • Strengthen and support evaluation and learning processes for all OPM projects. This includes development of Terms of Reference and participating in external evaluations (where possible). • 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 OPM projects and with other SPC divisions. • Takes a proactive, consultative approach to analytics by asking insightful questions of the data and making recommendations aligned to overall COSPPac MEL strategy through visual analytics products. • Ensure that a robust risk identification and management framework for COSPPac is built and monitored. • Provide technical oversight in the development and implementation of evaluation activities. • Collaborate with COSPPac partners and leading organisations at the global level to improve MEL systems and foster innovation and learning throughout project lifecycles. 	<ul style="list-style-type: none"> • COSPPac has realistic results framework, which represents their work and can be tracked and reported against. • Reporting data is collected, checked, and collated. • Effective collaboration with GEM teams and SPL MEL team. • COSPPac has developed formal learning processes and shares learning widely. • External reviews receive wide consultation, are well managed, and results are shared widely. • Monitoring and evaluation of COSPPac and OPM projects events/activities are easily captured in reports. • MEL analytic tools and systems updated and information readily available to guide decision making and planning. • Regular risk management reporting aligned with COSPPac planning and review periods

<p>KRA 3: PMEL capacity building and support (25%)</p> <p>In collaboration with COSPPac team:</p> <ul style="list-style-type: none"> • Conduct or provide capacity building to COSPPac Partners and participating countries to conduct internal reviews/evaluations to inform programme improvement, including in-country project site visits and stakeholder reflection, evaluation and learning processes. • Develop innovative approaches to evaluation and participate actively in the broader SPC, regional and international evaluation community. • Provide support /guidance to OPM team leads and COSPPac partners in monitoring the progress of relevant projects towards achieving their objectives / projected impacts (in accordance with donor/SPC guidelines). • Participate in MEL net, the SPC Community of Practice for culturally responsive and contextually relevant PMEL. • Support capacity mapping efforts within COSPPac and support the development of regional needs assessment reports. • Provide trainings to national counterparts on MEL processes and develop MEL training materials. • In collaboration with national counterparts, develop monitoring and evaluation tools for national level products and services such as communications and provide trainings as required. • Develop case studies to highlight success stories 	<ul style="list-style-type: none"> • COSPPac partners are trained in collecting data and reporting on relevant indicators. • COSPPac SPC staff are aware of organisational and divisional results reporting requirements. • Needs assessment are completed and reports produced. • Relevant feedback tools are developed at a national level and national counterparts trained.
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<p>KRA 4: Programme, project development, design, and resource mobilisation (25%)</p> <p>In collaboration with OPM Team leads:</p> <ul style="list-style-type: none"> • Support the development of project concepts addressing climate change and disaster risk challenges in PICTs. • Develop and incorporate quality, results-focused and rights-based MEL practices into new project design and funding proposal development, including developing Theory of Change, Programme Logic, Programme Key Performance Indicators, and MEL plans. • Ensure that relevant learnings from past and current projects/programmes are incorporated or inform designs of new initiatives. • Contribute evidence towards resource mobilisation efforts. • Collaborate with external partners where appropriate to develop regional approaches and MEL frameworks for regional and international strategies 	<ul style="list-style-type: none"> • Sound and timely advice is provided to OPM management and staff on project/programme design related to MEL. • All OPM projects / proposals / work plans have strong MEL components that meet donor and SPC requirements. • All OPM projects / proposals / work plans have MEL budgets (up to 4% of total project/programme value). • Sound and timely advice is provided to contribute to monitoring of regional and international strategies and frameworks
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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):

- Continuous monitoring and improvement of overall monitoring, evaluation and learning framework (MELF) and data collection system to be able to measure complex development outcomes accurately and effectively in low MEL capacity and resource environments.
- Creativity and innovation in design of robust MEL processes to establish indicators and evidence for social, cultural and behavior change.
- Coordinating, negotiating, and communicating with a wide range of internal and external stakeholders to ensure sound monitoring and evaluation of COSPPac which meets donor and SPC requirements.
- Managing and compiling programme learnings as knowledge products for internal and external audiences.
- Application of a range of capacity building modalities (training, coaching, mentoring, resources etc.) to build staff knowledge and skills and transform attitudes and practices to ensure all staff contribute fully and effectively to COSPPac MEL processes.
- Working to tight deadlines with competing demands for reports on strategic direction, donor proposals/evaluations and donor reports
- Engaging with diverse technical and non-technical stakeholders across GEM programmes and PICTs projects
- Understanding the core needs and requirements of technical work programmes and delivering appropriately
- Organizing and conducting workshops and training to participants with diverse skill sets

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"> • COSPPac Project Partners • PICTs project partners • International and regional scientific and technical partners • Crop agencies • PICTs ministries e.g.: Lands, Environment, NDMO and Climate Change, Met Offices 	<ul style="list-style-type: none"> • Requirements gathering • Enforcing data MEL practices and recommendations • Capacity building • Remote and on-site support • Gaining cooperation and developing MEL processes and systems • Providing quality information for programme reports • Facilitating effective information exchange • Liaising on joint visibility and communication actions • Persuading and influencing application of reporting using appropriate statistics • Negotiating capacity development programmes and schedules
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • SPC COSPPac Team • Team Leader ocean prediction and Monitoring Team • Team Leader GEM MEL • GEM MEL officers • MEL Offices and Advisors in divisions and corporate functions of SPC 	<ul style="list-style-type: none"> • Requirements and needs assessments. • Collaborating in MEL processes • Progress and formal reporting • Developing indicator databases Explaining and mediating systems/databases • Facilitating information exchange • Leading development of MEL systems

Level of Delegation:

Routine Expenditure Budget: *NIL*

Budget Sign off Authority without requiring approval from direct supervisor: *NIL*

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:
A post graduate degree in relevant field such as international development, evaluation, public policy, economics, natural resources management or project design, project management.	Master’s level qualifications

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 7 to 10 years of experience in monitoring and results reporting 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. • A minimum of 5 years of experience in programme design and proposal writing for large bilateral donors, including conceptualizing and technical writing. • Proven record in the design of effective monitoring systems, data collection tools, building staff capacity in monitoring and reporting and consolidating data from multiple locations and projects for results reporting at the programme level. • Skilled in the development and use of databases and systems for visualising, entering, processing/cleaning, and extracting data, including experience with web-based monitoring and reporting systems. • Strategic thinker with well-developed analytical skills and meticulous attention to detail • Experienced in strategic planning, consultation processes, and the development of monitoring systems. • Excellent communication skills and report writing skills in English. • Ability to train and motivate project staff on M&E 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-culture and gender-sensitive environment. • Familiarity with donor reporting requirements (especially GCF, DFAT, MFAT, FAO, EU and others) 	<ul style="list-style-type: none"> • 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. • Familiarity with Corporate policies, strategies, and MEL systems. • Previous experience training on M&E with Pacific target audiences.

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 • Innovation and analytical skills and attention to detail, • Results-oriented problem-solving skills • Oral and written communication skills in English
Advanced level	<ul style="list-style-type: none"> • Facilitation of participatory processes, workshops and retreats • Database skills for entering, processing/cleaning, and extracting data. • Quantitative and qualitative evaluation methods and data analysis • Report and Technical proposal writing • Data visualisation • Decision making/Problem-solving. • Quality and accuracy including some experience with web-based Monitoring and Reporting systems
Working knowledge	<ul style="list-style-type: none"> • Political awareness • Knowledge of Advanced use of spreadsheet and database principles would be an advantage. (PowerBi, Dashboards etc.)
Awareness	<ul style="list-style-type: none"> • Experience of working on MFAT, DFAT, EU, USAID and/or other donor funded projects.

Key Behaviors

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