



JOB DESCRIPTION

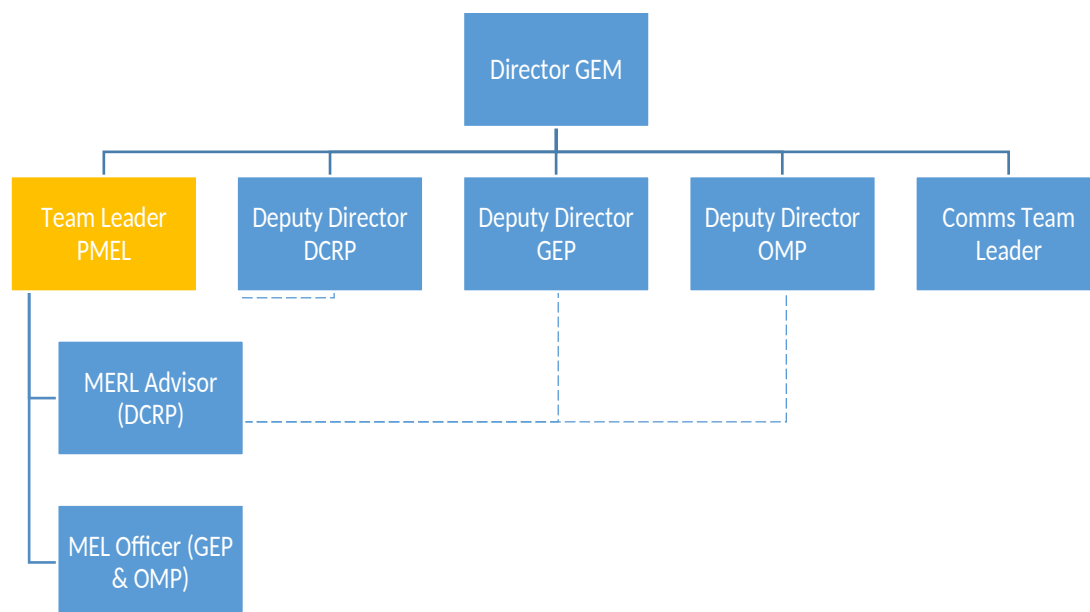
Job Title:	Team Leader – Planning, Monitoring, Evaluation and Learning
Division/Programme:	Geosciences, Energy & Maritime Division (GEM)
Work Unit:	Planning, Monitoring, Evaluation and Learning team, Directors Office
Location:	Suva, Fiji
Reporting to:	Director – GEM
Number of Direct Reports:	2 direct reports
Purpose of Role:	<p>The job exists to:</p> <p>Provide high-level advice and support on planning, monitoring, evaluation and learning for the GEM division to enhance the divisions strategic planning, monitoring, and reporting of results for better development outcomes for the Pacific people. This is achieved through:</p> <ol style="list-style-type: none">i. Leading the division strategic planning and management and support alignment of the division’s programmes to the SPC corporate strategic planii. Leading the implementation of the Planning, Evaluation, Accountability, Reflection and Learning (PEARL) policy by providing GEM with high level MEL capability guidance, capacity building and technical supportiii. Developing tools and templates for integrated programme development, monitoring, learning and impact assessment and reporting work within GEM. Specifically providing technical advice, capacity development and guidance to the division, member countries and partner agency focal points on the development of results monitoring frameworks and results reportingiv. Supporting the division’s three Programmes with project development by providing MEL advice on programme design, including development of Theory of Change and results frameworks for concepts or proposals, andv. Assisting or leading other GEM strategic initiatives as a member of the GEM Senior Management Team.
Date:	March 2022

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 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, geoscience, and conservation of plant genetic resources for food and agriculture.

The Geoscience Energy and Maritime 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 Team Leader - Planning, Monitoring, Evaluation and Learning is a key role in the Director’s Office, leading and coordinating MEL within GEM and assisting or leading other GEM strategic initiatives as a member of the GEM’S Senior Management Team (SMT).



Key Result Areas (KRAs)

The position of Team Leader - Planning, Monitoring, Evaluation and Learning will work in close collaboration the GEM Director, the three GEM Deputy Directors as well as the MEL team of SPC's Strategy, Planning and Learning (SPL) Division, which has a leadership and coordination role improving MEL and reporting across SPC.

This position encompasses the following Key Result Areas:

KRA 1: Strategic planning and management (25%)

KRA 2: Monitoring, evaluation and learning (25%)

KRA 3: Results reporting (division and corporate) and internal reflections (25%)

KRA 4: Contribute to GEM programme and project design and adaptation (15%)

KRA 5: SPC and Division-wide PMEL capacity and support (10%).

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Strategic planning and management (25%)</p> <ul style="list-style-type: none"> • Lead the review and development of the GEM business planning processes • Coordinate the alignment of the GEM strategic processes and plans with the SPC strategic plan • Facilitate GEM's cross Programmes integrated programming processes • Facilitate GEM's discussions and inputs in the SPC wide strategic planning and initiatives 	<ul style="list-style-type: none"> • GEM has a revised or new Business Plan with thematic areas aligned to SPC's Key Focal Areas • GEM Business Plan is accompanied by the Division Results Framework aligned to the SPC Strategic Plan Results Framework • GEM'S three Programmes are working and reporting their results in an integrated manner
<p>KRA 2: Monitoring, evaluation and learning (25%)</p> <ul style="list-style-type: none"> • Strengthen and support evaluation and learning systems and processes for GEM programmes and projects. • Manage internal and external project reviews and evaluations, including the development of Terms of Reference for evaluations, undertaking internal evaluations and participating in external evaluations (where possible). • Develop results-focused MEL frameworks and MEL plans in consultation with GEM management and stakeholders that meet donor and SPC guidelines • Develop reporting templates, data collection instruments and other MEL systems / tools to assist GEM Programme Managers and Project Staff in collecting, analysing and utilising relevant information for programme improvement, as well as corporate and donor results reporting requirements • Provide technical oversight in the development and implementation of evaluation activities. • Provide supervision and management of MEL Advisers, and any interns or consultants reporting to the PMEL Team 	<ul style="list-style-type: none"> • GEM Programmes and Projects have realistic results frameworks, 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. • GEM has developed formal learning processes and shares learning widely • External and internal reviews and evaluations receive wide consultation, are well managed, and results are shared widely • Together with MEL Officers, ensure Monitoring and evaluation of GEM programme events/activities are easily captured in reports and external communications.

Leader.	
<p>KRA 3: Results reporting (corporate and donor) and internal reflections (25%)</p> <ul style="list-style-type: none"> • Support GEM management in preparing the division's contributions to corporate reports and evaluations through leading the design, synthesis and analysis of GEM performance data and evidence. This includes for CRGA, donor relations, divisional learning, and member learning and accountability, e.g., CRGA Results Report, divisional results framework, as well as input into country programme planning and evaluations. • 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 GEM programmes and with other SPC divisions. • In collaboration with MEL Advisers, support Programme Managers in reporting on progress of GEM programmes / projects in achieving project/ programme objectives, GEM KRAs and contributions to SPC's Development Objectives and SDGs, (in accordance with donor/SPC guidelines). • Support the Director prepare the division's contributions to corporate results reports and annual results reporting for use during Ministerial Meetings, Regional convenings, CROP Agencies contributions, through the synthesis and analysis of GEM performance data. • Facilitate reflection processes within and between divisions to ensure that lessons learnt are shared with the GEM Senior Management Team and form part of strategic discussions and planning and shared with our stakeholders. 	<ul style="list-style-type: none"> • The SPC PEARL policy is successfully implemented across the Division and corporate reporting requirements are fulfilled on time • Sound and timely monitoring and results reporting advice is provided to the GEM Director, Deputy Directors, and team members • Monitoring data collected by project staff is collated, analysed and synthesized into succinct reporting • Results reporting of GEM programmes events/activities are captured in reports • Ensure that lessons learnt are shared and form part of GEM strategic discussions and planning
<p>KRA 4: Contribute to GEM programme design and adaptation through quality data use (15%)</p> <ul style="list-style-type: none"> • Ensure high quality real-time and forecasted information is available for decision-making and priority setting by GEM managers and in donor exchanges • Use MEL information to inform projects and programme designs, conversations with donors, new project proposal design and the adaptation of existing projects • Provide sound and timely advice to GEM director and programme managers based on strategic insights gathered from MEL data and evidence. 	<ul style="list-style-type: none"> • GEM priorities and direction are informed by high quality MEL information and forecasted impacts for the region. • GEM'S new projects and existing projects are designed informed by best available evidence and supported by robust monitoring and evaluation systems.

<p>KRA 5: SPC and Division-wide PMEL capacity and support (10%)</p> <ul style="list-style-type: none"> • Provide support and guidance to GEM staff to enhance understanding of MEL, evaluative thinking, and reporting processes and promote their use within the division. • Support GEM staff to implement the SPC PEARL Policy and enhance divisional understanding of corporate guidance and requirements on inter-divisional / integrated programming, concept development and results reporting processes • Participate in MELnet, the SPC Community of Practice for culturally responsive and contextually relevant PMEL. • Contribute to MEL of the Pacific Community Centre of Ocean Science, in collaboration with MEL colleagues from other SPC divisions. 	<ul style="list-style-type: none"> • GEM follows the SPC PEARL policy and processes a • Effective collaboration with GEM teams and SPL MEL team. • Learning from GEM is looped back into broader SPC thinking and practice for evidence informed decision making, improvements and adaptations. • GEM actively contributes to PMEL for PCCOS.
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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.

Most Challenging Duties Typically Undertaken (Complexity)

Most challenging duties typically undertaken:

- Coordinating a wide range of stakeholders to ensure sound technical and annual reporting of GEM programmes and projects in compliance with SPC rules and procedures.
- Drafting high-quality evaluation reports, briefings, aid effectiveness reporting and other strategic writing as required.
- Managing multiple tasks in terms of efficiency, accuracy and timeliness when content and context are based on external input.
- Working to tight deadlines with competing demands for reports on strategic direction, donor proposals/evaluations.
- Working with programme managers to develop appropriate monitoring indicators that can be used to measure effectiveness of delivery and outcomes.
- Analysing and synthesizing monitoring data from across GEM programmes to aggregate into whole of GEM performance information.
- Building and maintaining effective relationships across GEM and SPC to support programme development, monitoring and reporting work.
- Leadership, supervision and management of MEL Advisers, any interns and consultants reporting directly to the PMEL Team Leader GEM.

Functional Relationships & Relationship Skills

Key internal / external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member states officials and ministers • Partner technical organisations • Donor partners and funding agencies • Auditors, evaluators and analysts • Members of the general public who seek information and direction on specific issues 	<ul style="list-style-type: none"> • Advising and convincing on best monitoring and reporting and quality systems • Gaining cooperation with technical work • Facilitating effective information exchange • Liaising and giving/receiving information • Influencing and persuading certain options • Liaising and giving/receiving information • Explaining and clarifying things
Internal <ul style="list-style-type: none"> • GEM Director • GEM Deputy Directors • GEM Programme Managers and Team Leaders • GEM staff • Other SPC teams and staff • Other SPC teams – SPL / IT/ Admin/ Finance 	<ul style="list-style-type: none"> • Giving/receiving and informing • Facilitating information exchange • Explaining and mediating systems/databases • Leading and supervising development of monitoring and reporting systems • Giving and receiving information • Gaining cooperation, influencing and negotiating

Level of Delegation

The position holder:

- Manages operational budget of 300,000 EUR annually
- Oversees and mentors GEM staff on MEL requirements
- Manages MEL Advisers, 2-3 evaluations and/or MEL consultants per year.

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 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"> • Post-graduate master's degree in relevant field such as international development, evaluation, public sector policy, economics, natural resource management 	<ul style="list-style-type: none"> • Post-graduate level qualifications in project design or monitoring and evaluation.

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ At least 10 years of experience in monitoring and evaluation 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 ▪ At least 3 years of experience in programme design and proposal writing for large bilateral donors, including conceptualizing and technical writing ▪ Experience in international development, including design and implementation of MEL Frameworks. ▪ Proven record in the design of effective monitoring systems, data collection tools, and reporting and consolidating data from multiple locations and projects for results reporting at the divisional level. ▪ Skilled in the 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 divisional staff on MEL 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-cultural and gender-sensitive environment. 	<ul style="list-style-type: none"> ▪ Experience in MEL for natural resource management, disaster and community resilience, Georesources, energy, oceans management and maritime affairs or other natural resource management projects or working with projects in these areas. ▪ 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 SPC Corporate policies, strategies and MEL systems. ▪ Experience of working on MFAT, DFAT, EU, USAID and/or other large donor funded projects.

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, ▪ Meeting tight deadlines ▪ 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, including some experience with web-based Monitoring and Reporting systems ▪ Familiarity with SPC Corporate policies and strategies ▪ Quantitative and qualitative evaluation methods and data analysis ▪ Report and Technical proposal writing ▪ Decision making/Problem-solving ▪ Quality and accuracy
Working Knowledge	<ul style="list-style-type: none"> ▪ Political awareness ▪ Staff management
Awareness	<ul style="list-style-type: none"> ▪ French language

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 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 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.