

Pacific Women Monitoring and Evaluation Manager

Terms of Reference

Reports to:	Team Leader
Location:	Suva, Fiji, with some regional travel required
Duration:	Until 30 June 2018, with possibility of extension
ARF Classification:	C3

Background

Pacific Women Shaping Pacific Development (*Pacific Women*) was announced by the Australian Government at the Pacific Island Leaders' Forum meeting in August 2012. It commits up to \$320 million over 10 years in the 14 Pacific Islands Forum members.

Pacific Women aims to improve opportunities for the political, economic and social advancement of Pacific women through a focus on four distinct but interconnected outcomes:

- Women, and women's interests, are increasingly and effectively represented and visible through leadership at all levels of decision-making.
- Women have expanded economic opportunities to earn income and accumulate economic assets.
- Violence against women is reduced and survivors of violence have access to support services and to justice.
- Women in the Pacific will have a stronger sense of their own agency, supported by a changing legal and social environment and through increased access to the services they need.

In addition to the above outcomes, *Pacific Women* has two objectives. These include:

- By the end of the first three years of the program, the capacity, resources and relationships are established and action in key result areas is evident across the country and regional program activities.
- By the end of Year Six, joined up services and action, independent of but informed by *Pacific Women* will be evident in all 14 countries.

Pacific Women is implemented through work at the country and regional level. Country plans have been developed to represent locally relevant responses and starting points for change towards the key intended outcomes. Regional and multi-country activities have been designed to address common issues across the region or sub-region and to complement and build on country specific activities.

To support program management, a *Pacific Women* Support Unit has been established in Fiji, with a national sub-office in PNG. The Support Unit's role is to provide technical, administrative and logistical support to the Department of Foreign Affairs and Trade's (DFAT) bilateral and regional *Pacific Women* teams and to *Pacific Women's* implementing partners.

The Support Unit holds the responsibility for the design, implementation and review of *Pacific Women's* M&E system. *Pacific Women's* M&E system operates at a number of different levels. This includes the **Program level**; the **country level** and the **activity level**. Each level has its own cycle of planning, monitoring, evaluation and reporting. These cycles together combine to form the *Pacific Women* M&E system.

As at May 2017, the M&E system was made up of the following components:

- A Monitoring, Evaluation and Learning Framework (MELF), including a Program MELF; country plan MELFs and implementing partner M&E Plans
- A Knowledge Management System (KMS) Database
- *Pacific Women* Program Reporting, which includes a *Pacific Women* Six-Monthly Program Progress Report and an Annual *Pacific Women* Progress Report
- *Pacific Women* Country Program Progress Reports¹
- Implementing partner project reporting²
- A *Pacific Women* Value for Money Rubric
- Country Reflection Workshop Methodology
- A Toolkit for Monitoring and Evaluation Data Collection

The Support Unit also manages an M&E Panel, made up of 14 M&E Specialists and 13 M&E Practitioners³. The M&E panel provides additional discrete M&E support services to the Support Unit, DFAT and/or implementing partners when needed.

Purpose of the Role

The **Monitoring and Evaluation (M&E) Manager** will support the implementation and refinement of *Pacific Women's* M&E system.

This includes supporting the implementation of the *Pacific Women* Monitoring, Evaluation and Learning Framework (MELF); oversight of the *Pacific Women* Knowledge Management System (KMS) database; facilitation of internal reflection processes to undertake data analysis and oversee the production of reports that present progress against outcomes and identify lessons learned; and management of the *Pacific Women* M&E Panel. Additional responsibilities will include delivery of ongoing and targeted capacity development support for M&E, oversight and quality assurance of evaluations and reviews and producing evaluation products for the program to ensure that lessons are communicated across countries.

The M&E Manager will work closely with other units within the Support Unit, including the Programs, Gender and Operations Units to ensure that deliverables are submitted on time and to a high quality. The M&E Manager will have staff management responsibilities for the Knowledge Management and Research Officer.

Roles and Responsibilities

Manage the implementation of the program MELF

- Oversee implementation and undertake annual update of the program MELF and assist with implementation and refinement of country MELFs and partner M&E plans.
- Develop capacity of the *Pacific Women* team and implementing partners to utilise M&E tools and to collect and analyse information.
- Identify and respond to M&E-related capacity development needs to support implementation of MELFs and further develop useful M&E resources and capacity development strategies.

Support implementation of the Knowledge Management System (KMS) Database

- Oversee and manage the KMS database in conjunction with the Knowledge Management and Research Officer.

¹ PNG has an Annual Program Progress report. Fiji, Vanuatu and Tonga will begin producing a country level progress report from financial year 2017-2018.

² six-monthly or annual, dependant on partner and project size

³ The panel was reviewed in June 2017 and an additional four M&E practitioners were added to the panel.

- Support and build the capacity of the Knowledge Management and Research Officer to manage the KMS database to ensure the production of robust, credible and timely data.
- Undertake analysis of data from the KMS database on a regular basis to identify patterns, trends and learnings. Ensure strategies are in place to share this information with the *Pacific Women* Support Unit team.
- Provide timely and relevant M&E information to DFAT staff and other stakeholders to inform the ongoing development of *Pacific Women*.
- Oversee the production, with input from the Programs Unit, of evidence-informed program reports that depict progress against outcomes and lessons learned.
- Ensure M&E information and findings are regularly discussed and fed into decision-making processes.

Management of the *Pacific Women* M&E Panel

- Manage the members of the *Pacific Women* M&E Panel of specialist and practitioner consultants in order to ensure effective allocation of tasks and informed engagement with the program and quality assurance of deliverables.
- Coordinate a community of practice amongst panel members who work as short-term M&E Advisers across *Pacific Women* countries.

M&E Capacity Building

- Provide M&E support and guidance to the Programs Team and M&E personnel in the Support Unit PNG sub-office – both formally and informally through mentoring and coaching.
- Lead the development and ongoing support of learning strategies to ensure that information and lessons are shared in innovative ways across the region.
- Support implementation of the *Pacific Women* Research Strategy, including provision of technical advice about what research should be funded in order to test key program assumptions.
- Provide advice on how research findings can be applied to program implementation to improve outcomes for *Pacific Women* and implementing partners.
- Assist the Communications Officer to meet the communication needs of *Pacific Women*, including development of highly professional and innovative communication pieces tailored to specific needs and audiences.

Essential Criteria

- Advanced tertiary qualification in evaluation, social sciences, development or a related discipline.
- Experience supporting M&E and / or related organisational systems for large complex programs.
- Experience undertaking M&E tasks for development programs.
- Understanding of a range of M&E methodologies and approaches (particularly theory-based approaches), and the relative benefits or drawbacks associated with each.
- Experience managing a range of tasks and responsibilities and allocating them to appropriate personnel.
- Ability to work collaboratively with other members of the *Pacific Women* Support Unit.
- Excellent analytical and report writing skills, including ability to write to DFAT specifications.
- Strong IT skills, including use of computer software and technologies for analysis and dissemination.

- Outstanding communication and facilitation skills, and experience conveying complex information to stakeholders of varying levels of experience or ability.
- Outstanding relationship management skills, including with donors, Pacific organisations and other development partners.
- Experience working in the Pacific, preferably with a large donor-funded program.