Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

MONITORING & EVALUATION ADVISER (MEA)

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 70 staff and an annual budget of USD $19 million in 2013.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.,

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and five developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

Corporate Services

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

MONITORING & EVALUATION

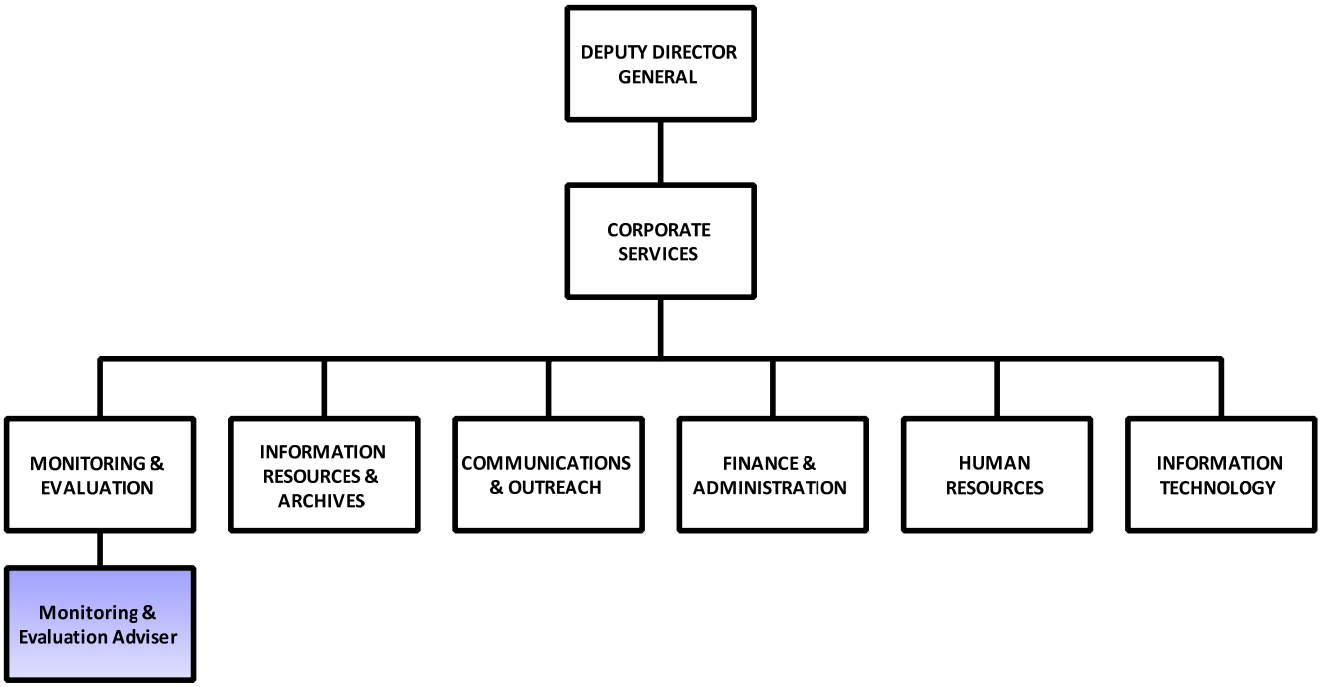
The establishment of the corporate Monitoring & Evaluation function is part of improving the internal controls of SPREP to ensure effective systems and processes are in place to strengthen the Secretariat's accountability and reporting roles. This position will lead the development of a SPREP Monitoring and Evaluation Team which will ensure M&E efforts of SPREP are supported and encouraged across the organisation through the implementation of the M&E framework adopted by

SPREP, including implementation of the Project Review and Monitoring Group (PRMG). This work will be closely integrated with the programmatic objectives of the Environmental Monitoring and Governance Division, as well as other Divisions.

B. JOB DESCRIPTION

Job Title:	Monitoring & Evaluation Adviser (MEA)
Division:	Corporate Services
Programme:	Corporate Services
Responsible To:	Deputy Director General
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Guide and implement effective and robust monitoring and evaluation systems and processes for all SPREP projects and programmes
Date:	June 2013

Organisation Context



Key Result Areas

The position of **Monitoring & Evaluation Adviser (MEA)** addresses the following Key Result Areas:

1. Monitoring and evaluation framework and plans
2. Strategic, programme and context indicators
3. Reviews and evaluations
4. Project Review and Monitoring Group
5. Data collection and reporting
6. Training and capacity building

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Monitoring and evaluation framework and plans a) Design, develop and implement M&E plans and systems for all SPREP projects and programmes b) Carry out periodic review and update of the M&E framework to ensure that all existing monitoring and evaluation processes are aligned and harmonised under the overall framework c) Ensure SPREP's work on M&E contributes to improved systems of reporting to donors and partners d) Implement systems that ensure best practices are shared between and across Divisions and programmes e) Ensure there is effective use of monitoring information by programme and Division management f) Ensure links, as appropriate, with SPREP's State of the Environment monitoring and reporting systems	• SPREP M&E Framework is effectively applied within SPREP, and is regularly reviewed and improved • High quality M&E plans and systems are developed and implemented • All divisions and projects have effective systems in place to monitor progress and outcomes. • Divisions and programmes apply best practices on M&E • Reporting to donors is improved through incorporation of M&E processes and outcomes • A SPREP Monitoring and Evaluation Team is developed which will ensure M&E efforts of SPREP are supported and encouraged across the organisation.
2. Strategic, programme and context indicators a) Provide guidance and support to Divisions and programmes for development and continuous review of performance and ensure development of indicators that are relevant and robust b) Ensure Divisions and programmes understand and apply indicators and tracking processes c) Continue to review and amend indicators as the nature of activities change from	• All programme documents include monitoring and evaluation, incorporate relevant and robust performance indicators. • Indicators are reviewed and updated regularly to reflect changes in activities • Systems are in place to track milestones and key deadlines

time to time	
3. Reviews and evaluations a) Develop a review plan for all SPREP programmes b) Develop terms of reference for the reviews and evaluations, and contribute to the terms of reference established by donors. c) Plan, facilitate and oversee all necessary reviews and evaluations. d) Ensure systems and processes are in place to address and comply with recommendations of reviews and evaluations e) Establish a system to capture and share lessons learned from reviews and evaluations f) Develop proposals in which M&E findings will be fed back into decision-making	• All reviews and evaluations are implemented on the basis of relevant, practical and clear terms of reference. • Internal and external reviews and evaluations are effectively implemented in a timely manner. • Reviews and evaluations satisfy generally accepted quality standards • All reviews and evaluations are followed by clear and relevant action and compliance reporting • Lessons learned are consolidated and made available to division staff and are used to improve the way in which SPREP operates. • All plans and reports include lessons learned • Key lessons learnt are used by SMT to assist decision-making
4. Project Review and Monitoring Group a) Ensure the PRMG is implemented and working effectively according to its Terms of Reference b) Provide advice to the DG on all the planned activities of the PRMG c) Act as a Secretary of the PRMG	• PRMG effectively operating in line with its Terms of Reference • A system is in place for PRMG to maintain and capture lessons learned • PRMG meetings and all logistics preparations are coordinated and implemented on time • Reports for the PRMG are completed on time and circulated where necessary
5. Data collection and reporting a) Lead and coordinate all donor reporting requirements b) Ensure all reports meet required standard and are prepared in a timely and professional manner	• Reports meet all standard reporting requirements • Quality reports are produced on time
6. Training and Capacity Building a) Design and undertake regular targeted training and capacity building for relevant staff to ensure that they understand and are competent in the use of the M & E framework, plans and systems.	• All relevant staff fully understand and effectively implement the M&E process in the design and implementation of projects • Training is implemented on M&E for all relevant SPREP staff • A SPREP Monitoring and Evaluation Team is developed to ensure M&E efforts of SPREP are supported and encouraged across the organisation.

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 Director/Immediate Supervisor as part of the performance development process.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
• Coordination of M&E for all programmes and ensuring all programmes comply with set standards • Collection of data and reporting • Establishing relevant M&E framework and mechanisms

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Donors and partners • Representatives of national partners	• Coordinate and streamline monitoring and evaluation practices. • Instruct on monitoring and evaluation processes; • capacity building. • Reporting
Internal • Corporate management and division/programme management • Environmental Monitoring and Reporting Adviser	• Support the development of adequate M&E practices in SPREP • Awareness and training sessions • Data collection and reporting • Coordinate with SoE work

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in own budget • can carry out negotiations on behalf of SPREP

- can seek funding opportunities for work programme activities

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.

Qualifications

Essential
1. Minimum qualifications of a Masters degree in the Development area, Economics or other relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential
2. At least 7 years' experience in monitoring and evaluation of organisational performance, donor reporting and project implementation, with at least 5 of those at the senior advisory level, preferably within the environment sector and within the Pacific islands region
3. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment specifically in relation to monitoring and evaluation.
4. Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks.
5. Demonstrated knowledge of current and emerging monitoring and evaluation concepts, principles and practices, and their application to regional and international organisations, preferably in the Pacific islands
6. Demonstrated experience in programme and project management with emphasis on monitoring and evaluation including financial management, proposal and report writing, organisational, planning, problem-solving and facilitation skills
7. Excellent written and verbal communications skills including high level of presentation and inter-personal skills with demonstrated experience in capacity building, motivating teams and maintaining effective relationships with a diverse group of people and partner organisations

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Advisory and analytical • Monitoring and evaluation framework and best practices • Planning, budgeting and implementation • Proposal development
Advanced level	• Reporting • Communications • Networking
Working Knowledge	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Awareness	• SPREP Strategic Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development Plans:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

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. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially, with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale and will be in the range of SDR33,359 to SDR50,039. Currently, the equivalent base salary in Samoan Tala is SAT$127,508 (USD$54,960) to SAT$191,264 (USD$82,441) per annum.

Salary on Appointment: Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,182 to SDR 5,475 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$15,985 (USD$6,890) to SAT$20,927 (USD$9,020). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.32

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.
An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

For staff recruited from outside Samoa, the following applies*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,

- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum, of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT$4,205 (USD$1,812).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

For ALL internationally recruited staff, the following applies:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala $15,600 (USD$6,724) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$20,172) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT$2,328 (USD$1,003) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 (USD$1,034) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development
Learning and development opportunities will be based on the approved SPREP performance development system and individual Performance Development Plans.

Definitions:
'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Monitoring & Evaluation Adviser (MEA)**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Monitoring & Evaluation Adviser (MEA)**"

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 12th July 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer