SPREP
Secretariat of the Pacific Regional Environment Programme

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PROTECT PACIFIC WHALES – OCEAN VOYAGERS

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

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. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD $15 million in 2017.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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:** "A resilient 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 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:
- **Regional Goal 1**: Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2**: Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3**: Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4**: Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas on:
1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work.
- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**

- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

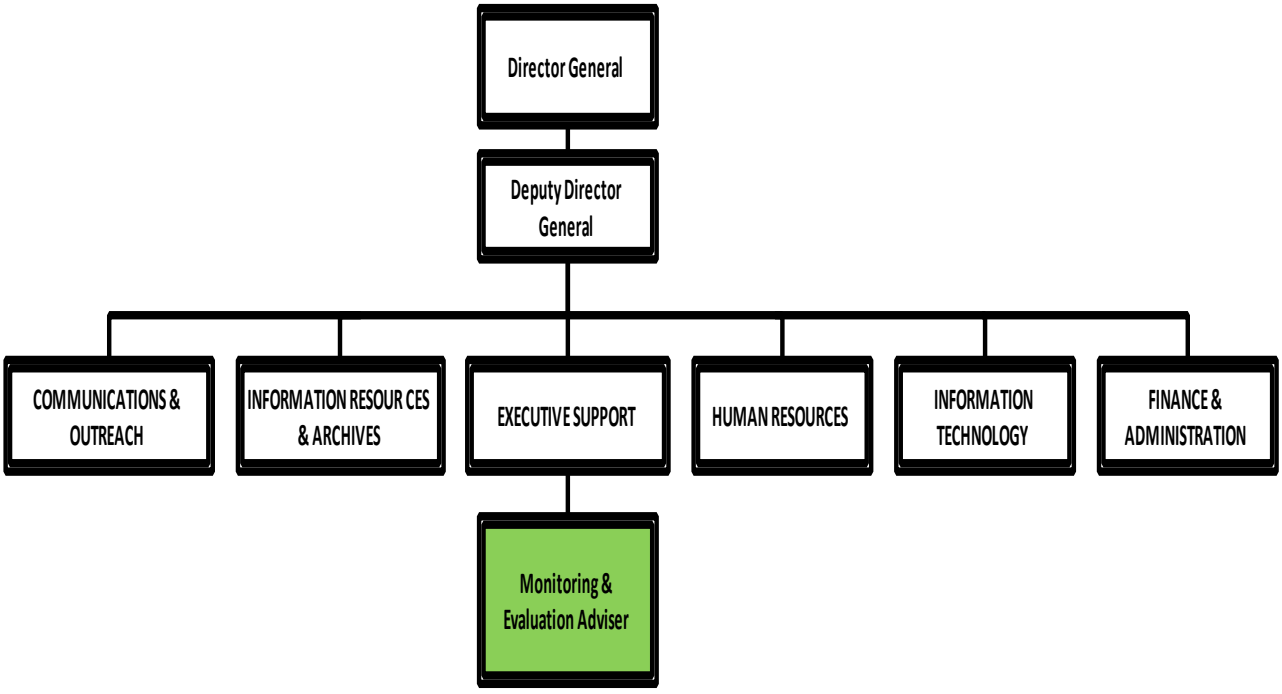
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

B. JOB DESCRIPTION

Job Title:	Monitoring & Evaluation Adviser (MEA)
Programme:	Corporate Services
Team:	Executive Support
Responsible To:	Deputy Director General
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Lead the design and development of SPREP's Monitoring & Evaluation (M&E) Framework and systems and provide ongoing M&E support to the Project Coordination Unit (PCU) and across the organisation
Date:	March 2017

Organisation Context



Key Result Areas

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

1. Leadership and management
2. Technical and policy advice and assistance
3. Networking, partnerships and collaboration
4. Fundraising, resourcing and project management/support
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
1. Leadership & Management a) Provide leadership and oversight of SPREP's Monitoring & Evaluation (M&E) responsibilities b) Work with staff to ensure that the Annual Work Plan and Budget (AWP&B) adequately reflects SPREP's Monitoring and Evaluation functions. c) Provide technical guidance and assistance to SPREP Project Managers, to support their implementation of M&E policy within the project cycle.	• SPREP M&E team is recognised by Members and Development Partners as demonstrating international best practice and meeting the needs and priorities of both. • M&E policy and practice is well integrated and understood by all staff across all SPREP programmes • SPREP divisional planning integrates appropriate monitoring, evaluation and reporting • Demonstrates accountability to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements
2. Technical and policy advice and assistance a) Provide technical and policy advice and assistance on all M&E matters that support SPREP's role in the region b) Provide technical and policy advice on key emerging M&E issues and their potential implications for the work of the Secretariat and its Members c) Coordinate and provide relevant advice to SPREP Members and other stakeholders on M&E issues d) Coordinate and facilitate SPREP M&E inputs on strategic technical matters to ensure effective input into key institutional decisions e) Coordinate and provide advice to SPREP Senior Management Team and relevant partners and donors on SPREP's Results	• Well researched, relevant and timely technical and policy advice on all M&E matters is provided • SPREP M&E Framework and standards reflect international best practices • Technical and policy advice supports SPREP's role in the region • SPREP programmes and projects across the Secretariat value and take into consideration strategic M&E inputs • Strategic M&E input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes

Monitoring Framework and other key M&E issues	
3. Networking, partnerships and collaboration a) Lead in supporting Pacific Island Members and Territories (PICTs) in their work on M&E issues with implications for their international commitments and building M&E capabilities b) Provide support to Pacific Island Members in relevant regional and international negotiations, where necessary c) Support the implementation of regional M&E strategies including other relevant initiatives, networks and processes	• Support and advice is provided to Pacific Island Members on M&E issues including implications of international commitments and building national M&E capabilities. • Improved SPREP members', partners' and donors' awareness of SPREP results and outcomes • Improved and strengthened regional partners' networking, coordination and collaboration in support of SPREP's M&E work
4. Fundraising, resourcing and project management/support; a) Identify and actively pursue secure funding opportunities and liaison with donors for M&E activities b) Design, develop and coordinate funding concepts and proposal developments that support SPREP and Member needs on key M&E issues c) Provide project development and management support, where necessary	• New funding concepts developed and submitted • Existing and new funding opportunities are secured for M&E activities • New partnerships for implementation with resources secured • Project development and management support is provided to SPREP projects, where necessary
5. Monitoring, evaluation and reporting a) Lead on the provision of technical advice to SPREP Senior Management Team on the development and implementation of the Results Framework and implementation of the Secretariat's Strategic Plan and Performance Implementation Plan b) Prepare technical and performance reports to Senior Management Team and Donors, where necessary c) Provide reports to donors, partners and SPREP Members on key M&E issues and initiatives	• A Results Framework is developed and implemented in an effective and efficient manner • Strategic advice and reports are provided to SPREP SMT and to members on Performance Implementation Plan • Effective and timely reporting to member, donors and partners
6. Communications and capacity building a) Provide technical advice and reports on M&E data and information that support and promote the work of SPREP's programmes and projects in the region b) Lead in communication and information	• Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP's programmes and projects in the region

sharing, integrated planning and implementation of the M&E Framework across all programmes. c) Lead in communication, information-sharing and ensure timely reporting to relevant donors and partners on key M&E matters d) Carry out relevant capacity building in M&E for staff and SPREP Members	• M&E Framework including key issues are shared, and integrated into planning and implementation of all SPREP work and programmes • Relevant capacity building and training initiatives provided to strengthen SPREP and Member's positions and capabilities

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 as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:
• Provision of timely and accurate briefings and advice to Senior Management Team and Members • Leading and managing the establishment of a relevant Results Framework and associated M&E mechanisms to support the Strategic Plan • Providing M&E advice and input to the work of the Project Coordination Unit and across the organisation • Coordination of M&E for all programmes and projects and ensuring all programmes comply with set standards • Securing funding and resources • Collection of data and reporting

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations	• Advice and assistance • Consultations and collaboration • Monitoring & evaluation • Fundraising • Capacity Building • Communications and reporting
Internal • Executive • Senior Management Team • Project Coordination Unit	• Leadership and management • Coordination and oversight • Advice and support

• All staff	• Capacity Building

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 Master degree in M&E in an international development context, 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 of experience in monitoring and evaluation of organisational performance, preferably in the Pacific islands region, with at least 5 of those years at the senior leadership and advisory level
3. Extensive knowledge of current and emerging monitoring and evaluation concepts, principles and practices and their application to regional and international organisations, preferably in the Pacific region context, with excellent understanding and appreciation of environmental ethics, values and priorities
4. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies

and inter-linkages across multilateral environmental agreements
6. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting

Excellent

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Leadership and Advisory • Monitoring & Evaluation • Analytical skills • Project development and management • Work programme planning, budgeting and implementation • Fundraising • Synergies and linkages with other priority areas and including key multilateral environmental (MEAs) • M&E issues in the Pacific islands region
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Inter-cultural communications, preferably in the Pacific • Multi-disciplinary team work.
Working Knowledge	• General management principles
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:

- 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. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in Samoan Tala is SAT$135,250 (USD$52,019) to SAT$152,156 (USD$58,521) per annum. 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 SDR4,695 to SDR 5,068 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$17,917 (USD$6,891) to SAT$19,343 (USD$7,439). 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$2.60

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 point of recruitment 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$4,198 (USD$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(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$6,000) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$18,000) 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$895) 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$923) 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.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, 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 (Important to Note: ***you are required to complete in full all areas requested in the Form rather than referring us to your CV***);
2. A detailed Curriculum Vitae.

Important to Note: Applications that do not complete the CORRECT 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**" and send to recruitment@sprep.org (***MOST PREFERRED OPTION***) OR

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

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Ms. Jolynn Managreve-Fepuleai on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 28th April 2017: Late applications will not be considered.

SPREP is an Equal Opportunity Employer