

TERMS OF REFERENCE

AHPSU PACIFIC MEL COORDINATOR

SUMMARY

Position: Pacific Monitoring, Evaluation & Learning (MEL) Coordinator for the Australian Humanitarian Partnership Support Unit. This is a fulltime role.

Period: 4.5 years (AHP Phase 2 will be implemented until 22 January 2027).

ABOUT ALINEA INTERNATIONAL LTD

Alinea is an international development consultancy providing technical and management expertise that helps people improve their lives. We work with governments, investors, companies and communities to create lasting change. Over 35 years, Alinea has successfully delivered more than 515 projects worldwide.

BACKGROUND

The Terms of Reference (ToR) outlines the roles and responsibilities for the AHPSU Pacific MEL Coordinator. This role be responsible for supporting monitoring, evaluation and learning for AHP programming in the Pacific and Timor-Leste including the long-term Disaster READY resilience program and AHP responses in the region. It is a Pacific-based position.

The AHP

The AHP is a humanitarian and disaster management partnership between the Australian Government's Department of Foreign Affairs and Trade (DFAT) and six leading Australian humanitarian NGOs:

- **CARE Australia:** Partnering with Live & Learn
- **Plan International Australia:** Partnering with ActionAid, ChildFund Australia, International Medical Corps UK, CBM Australia and Australian Volunteers International
- **Save the Children Australia**
- **Caritas Australia:** Lead consortium partner in the Church Agencies Network Disaster Operations (CAN DO) network. Caritas Australia, Act for Peace, Adventist Development and Relief Agency, Anglican Board of Mission, Anglican Overseas Aid, Australian Lutheran World Service, Transform Aid International and Uniting World
- **OXFAM Australia:** Partnering with ABC International Development, CBM Australia and Habitat for Humanity Australia.
- **World Vision:** Partnering with CBM Australia, Habitat for Humanity Australia, Field Ready and the Bureau of Meteorology Australia.

The first phase of AHP (2017-2021) focused on enabling rapid response to sudden onset disasters, providing assistance to protracted crises globally, and supporting disaster preparedness and resilience in the Pacific and Timor-Leste through the Disaster READY program. This focus will continue as part of Phase 2 (2022-2027).

The goal of the AHP is:

To save lives, alleviate suffering, and strengthen resilience and stability by supporting partner countries and communities to prevent, prepare for, respond to and recover from disasters and other humanitarian crises.

The three key Partnership components are:

1. **Disaster READY (Preparedness and Resilience):** *Women, men, youth, children, people with disabilities and other vulnerable people are better prepared and more resilient to disasters, in selected Pacific countries and Timor-Leste.*
2. **Rapid Onset and Protracted Crisis Response:** *Lives are saved and suffering is alleviated, vulnerable people are protected and communities are more resilient in disasters and humanitarian crises.*
3. **Partnership learning and practice:** *AHP Partners and other humanitarian stakeholders in Australia and the region strengthen policy and practice through collaboration and lessons learnt.*

Disaster READY

Disaster READY is designed to support women, men, youth, children, people with disabilities and other vulnerable people to be better prepared and more resilient to disasters, in selected Pacific countries and Timor-Leste.

It is currently being implemented by AHP partners and their local networks in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste. The Pacific and Timor-Leste is one of the world's most vulnerable regions to natural disasters and is also prone to political instability. The program strengthens disaster preparedness and improves disaster management at community through to government levels, with a focus on disaster risk reduction and climate change adaptation. AHP partners draw on their networks and partnerships in the region to support Pacific communities and governments.

Disaster READY 2.0 will focus on the following:

1. Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities.
2. Local civil society actors (NGOs, Community Based Organisations, churches, informal groups) have improved institutional and technical capacity to lead preparedness and disaster response.
3. Local and external actors coordinate effectively with national and sub-national governments for effective and inclusive disaster management.

The Disaster READY program is currently being updated and a facilitated process is in place to develop new country-level plans for the next 4.5-year period.

The AHP Support Unit

The AHP Support Unit (AHPSU) was established at the outset of the partnership. It is funded by DFAT and managed by Alinea International. The AHPSU represents a compact, agile, and responsive team that works closely with all AHP NGO partners and local partnerships and networks, DFAT humanitarian and disaster risk reduction sections within the Humanitarian, NGOs and Partnership Division and other key humanitarian stakeholders. Core responsibilities of the AHPSU include:

- To facilitate a partnership approach and a whole-of-program perspective in implementation
- To strengthen End of Program Outcomes, by supporting monitoring, evaluation, and learning, and promoting innovation and continuous improvement

- To coordinate engagement with other stakeholders and DFAT partners to work towards common objectives
- To provide financial and grant administrative support for DFAT and minimise transaction costs.

To achieve this, the Support Unit is made up of several key positions including Partnership Director, Operations & Grants Manager, MEL Manager, Disaster READY Coordinator, Senior Communications Specialist: Disaster READY, Communications & Visibility Manager and supporting staff.

PACIFIC MEL COORDINATOR

The Pacific MEL Coordinator will lead on and/or manage all monitoring, evaluation and learning activities and support analysis and evaluation interventions to map and understand the collective impact and change resulting from the Disaster READY program and any associated AHP responses carried out in Disaster READY countries.

The Pacific MEL Coordinator will work closely with a wide range of AHP's Partners and consultants as well as external stakeholders, donors and the AHPSU team. They will advise AHP partners on various aspects of monitoring and evaluation, research and data analysis for evidence-based decisions and successful projects implementation. The Pacific MEL Coordinator will be based in the Pacific and will have a strong understanding of MEL in the context of the Pacific.

DUTIES AND RESPONSIBILITIES

Summary of key functions:

- 1) Support the AHP DR 2.0 program in establishing a robust and innovative MEL System across all three DR 2.0 focus areas
- 2) Support partners in establishing their own functional MEL systems and enable them to report evidence – based data to AHPSU and DFAT
- 3) Data Analysis (Qualitative and Quantitative)
- 4) Knowledge Management and Learning
- 5) Other Regular Tasks

Specifically, the Pacific MEL Coordinator will be responsible for achieving following results:

1. **Support the DR 2.0 program in establishing a robust and innovative MEL System across all its three focus areas**
 - Support the development, design and management of DR's analytical MEL data management system, embracing all data streams from routine monitoring, research and evaluations of different AHP partners.
 - Support individual ANGOS and their local partner projects in selecting data collection and analysis tools for various MEL related purposes.
 - Suggest and align DFAT data analysis related policies, procedures and practices to DRs needs.
 - Support ANGOS and local partners at project level to integrate innovative analytical tools for evidence-based decision making.
2. **Support partners in establishing their own robust MEL systems and enable them to report evidence - based data to AHPSU and DFAT**
 - Provide overall support (design and development of analytical reports, data translations into various visual formats) to the DR 2.0 Coordinator across DR's three focus areas.
 - Advise and support ANGOS and their local partners at project level to build data sets by using analytical tools during data collection, research, evaluations, and assessments.
 - Coordinate and establish partnerships with other research and data collection institutions to share data sets and information about AHP implementation in the DR countries.
 - Support in-country MEL teams in identifying and analysing lessons learned from monitoring, evaluations, and various studies.
 - Provide technical feedback and day-to-day maintenance of DRs data dashboards.

- Ensure that the data dashboards are utilised in their full capacity and are accessible and of benefit to beneficiaries.
 - Where possible, support partners in their analytical and decision-making processes regarding data management and visualisation tools.
3. **Data Analysis (Qualitative and Quantitative)**
- Support all data collection and data analysis processes for DR 2.0.
 - Introduce and facilitate application and use of demand driven data analysis tools and techniques, respectively.
 - Support AHP partners in constantly identifying and introducing bespoke analytical tools.;
 - Support strengthening of local data collection and analysis of institutions in partner countries to collaborate and share relevant DR data.
4. **Knowledge Management & Learning**
- Support the AHPSU MEL and Communication teams in identification and formulation of lessons learned from regular data collection, research, evaluations, and studies.;
 - Support the implementation of a localised knowledge management and learning strategy for Pacific countries.;
 - Set-up collaboration and coordination mechanisms with other in-country partners, government agencies, NGOs, and other relevant organisations on data management and analysis issues.;
 - Organise and conduct data management and data digitalisation trainings for DR partners.
5. **Other regular tasks**
- Support the regular review of, and update, DR reporting processes and templates to ensure they meet the accountability and information needs of all partners and DFAT, and are optimally used for their intended purpose.;
 - In collaboration with the DR Coordinator and the broader AHPSU team, support country partners in annual review, learning and planning events.;
 - Support the DR Coordinator and the AHPSU MEL team in managing external independent evaluations or any other strategic reviews/sectoral evaluations etc. of DR 2.0 (including a mid-term evaluation), and AHP response activations in DR countries. The outcomes from these evaluations will support agency-level, AHP-level, and sectoral learning.
 - Work closely with the DR Coordinator on annual planning, program support etc.
 - Other duties, as required and agreed upon by the DR Coordinator, AHPSU Partnership Director, and AHPSU MEL manager.

KEY SELECTION CRITERIA

Required

- At least 10 years' experience in monitoring and evaluation or research (preferably in the international aid and development sector).
- Experience managing data collection, data analysis as well as data management system building (for projects, programs, organisations).
- Experience working on information and data management systems for planning, monitoring and reporting of results.
- Experience in building capacity in MEL, ideally with smaller resource-strained organisations.
- Experience in delivering and facilitating innovative approaches and solutions to development programming would be an advantage.
- Experience of working with DFAT, or other similar agencies, with sound knowledge and experience in all aspects of the project cycle including MEL would be an advantage.
- Strong interpersonal, written, and oral communication skills.
- Strong ability to work effectively in multi-disciplinary and multi-cultural teams.
- Experience working in Pacific contexts.
- Good verbal and written communication skills in English.
- Proven ability to build relationships with and support (through mentoring, training etc) key partners in the Pacific and Timor-Leste.

- The ability to work effectively and collaboratively in a small team, work independently as required, and to meet deadlines.
- Experience working with ANGOs and local NGOs in the Pacific and Timor Leste.

Desired

- An understanding of Australia's humanitarian sector and/or aid and development programs and policies.
- An understanding of disaster preparedness, disaster risk reduction and resilience.
- Experience and/or knowledge of key cross-cutting issues such as GEDSI, climate change, localisation etc.

RELATIONSHIPS

The position reports to the AHPSU Disaster READY Coordinator and is supported by the AHPSU MEL Manager. The Pacific MEL Coordinator will also work closely with the AHPSU's Communications & Visibility Manager, and Operations & Grants Manager.

Priority relationships include DFAT officers (within the Humanitarian, NGOs & Partnerships Division and specifically the Humanitarian and Development Deployments Section – HDS and at Pacific and Timor-Leste Posts), Australian NGO partners (including in-country MEL leads and humanitarian and resilience program staff), and broader humanitarian sector stakeholders including national Red Cross societies, regional inclusion partners, UN agencies etc. On occasion, this position may have limited contact with children during participation in field visits.

POSITION & SALARY

A competitive salary will be offered with final remuneration negotiated based on experience. Anticipated annual salary of between AUD105,000.00 to AUD120,000.00 FTE (inclusive of any superannuation). No additional living allowances are available for this position.

LOCATION

The candidate will be based in the Pacific.

Alinea International has program offices in Fiji, Solomon Islands and Timor-Leste. Remote arrangements within the region may be negotiated. Pending COVID-19 related restrictions, the position could involve international travel.

APPLICATION PROCESS

Candidates please submit a application via email to: ap-recruitment@alineainternational.com by COB 6th of July 2022. Please include: 1) CV (no more than 3 pages) and 2) A document addressing the selection criteria (no more than 3 pages)