



SPREP

Secretariat of the Pacific Regional
Environment Programme

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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. It is based in Apia, Samoa, with about 100 staff and an annual budget of USD \$19 million in 2016.

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. This Plan is being reviewed in 2016.

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 5 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 & Internal Audit

- Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

MONITORING & EVALUATION

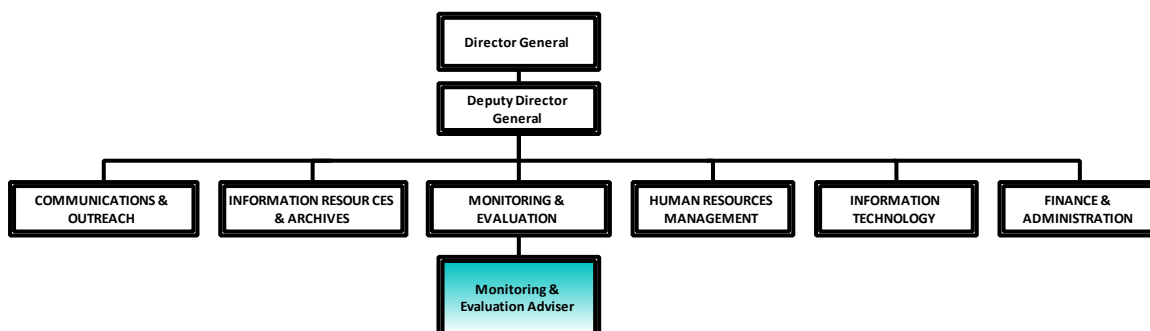
SPREP is in the process of several significant organisational development processes. One is the development of the next SPREP Strategic Plan, and the other is the re-development of the SPREP project cycle.

Support for strong, integrated and practical Monitoring & Evaluation (M&E) functions within both these processes is a priority for SPREP. This position will play a key role in the development of a Results Monitoring Framework (RMF) for the new SPREP Strategic Plan, as well as in designing, implementing and providing on-going services for M&E within the new SPREP project cycle.

B. JOB DESCRIPTION

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| Job Title: | Monitoring & Evaluation Adviser (MEA) |
| Division: | Corporate Services |
| Team: | Executive Management Support |
| Responsible To: | Deputy Director General |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | <p>This job exists to:</p> <ul style="list-style-type: none"> Lead the design and development of SPREP's M&E framework and systems and provide ongoing M&E support across the organisation |
| Date: | April 2016 |

Organisation Context



Key Result Areas

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

1. Results Monitoring Framework
2. Organisational Results and Performance Reporting
3. M&E tools, support and reporting
4. Project Review & Monitoring Group
5. Strategic Advice and Role of SPREP as Implementing Entity
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 |
|--|---|
| <p>1. Results Monitoring Framework</p> <ol style="list-style-type: none"> a) Develop the SPREP Results Monitoring Framework (RMF) aligned with the new Strategic Plan. b) Provide support to SPREP divisions in the development of detailed divisional input into the RMF c) Ensure all SPREP staff understand the RMF and their contributions to its implementation d) Ensure the RMF supports collection and reporting of data and information on SPREP's long term outcomes, as well as organisational performance and efficiency e) Ensure the RMF informs the design of new programmes, projects as well as systems across SPREP f) Ensure the RMF reflects best practice and that it supports reporting to the SPREP Meeting, its members and all relevant stakeholders | <ul style="list-style-type: none"> • SPREP RMF is established and effectively applied within SPREP • The RMF reflects best practice, with clear indicators, associated baselines and methods for data collection. • The RMF supports collection and reporting of data and information on SPREP's long term outcomes, as well as organisational performance and efficiency. • All divisions understand the RMF and their roles and responsibilities within it. • The RMF is being used to inform the design elements of new programmes and projects. • The RMF supports reporting to the SPREP Meeting, members and partners on substantial outcomes and not just activities. • The RMF informs the design and functionality of relevant IT systems and platforms |
| <p>2. Organisational Results and Performance Reporting</p> <ol style="list-style-type: none"> a) Develop, manage and implement a new Organisational Results Reporting Plan aligned with the SPREP Strategic Plan and RMF | <ul style="list-style-type: none"> • An Organisational Results Reporting Plan and an Evaluation Plan are developed and aligned to best practice • The SPREP Meeting endorses the Reporting Plan and Evaluation Plan, |

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| <p>b) Develop, manage and implement a SPREP Evaluation Plan, which will ensure SPREP results delivery and performance is evaluated on a periodic basis.</p> <p>c) Support the use of IT and information management systems to ensure structured collection and use of relevant data and information</p> | <p>which align with the new SPREP Strategic Plan and RMF</p> <ul style="list-style-type: none"> • SPREP is reporting substantial outcomes and performance indicators, to Members and partners on a periodic basis. • SPREP has budgeted for and commissions independent evaluations in accordance with the evaluation plan. |
| <p>3. M&E tools, support and reporting</p> <p>a) Develop and coordinate the delivery of an M&E Policy, M&E Standards, and Guidance Note to compliment the RMF.</p> <p>b) Provide technical M&E support and advice to all SPREP work areas in line with the RMF</p> <p>c) Lead and coordinate all donor reporting requirements</p> <p>d) Ensure all reports meet required standard and are prepared in a timely and professional manner</p> | <ul style="list-style-type: none"> • M&E Policy, Standards and Guidance Note is developed and aligned with the RMF • All SPREP programmes and projects are using the M&E standards and guidance to direct programme, project and system design processes • All SPREP programmes, projects and systems M&E meet M&E standards and M&E best practice and is generating data and information aligned with the RMF • Data and information is relevant and meet reporting standards • Reports meet all standard reporting requirements and are produced on time |
| <p>4. Project Review & Monitoring Group</p> <p>a) Ensure the PRMG is working effectively according to its Terms of Reference</p> <p>b) Ensure knowledge, awareness and application of SPREP M&E standards are shared and adopted within the Project Review and Monitoring Group</p> <p>c) Provide advice to the DG on all the planned activities of the PRMG</p> <p>d) Act as a Secretary of the PRMG</p> | <ul style="list-style-type: none"> • Projects are reporting to the Project Review and Monitoring Group as required and the PRMG is effectively reviewing and applying the standards • PRMG effectively operating in line with its Terms of Reference • The Environmental and Social Impact standards are applied and monitored • 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 |

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| <p>5. Strategic advice and role of SPREP as Implementing Entity</p> <p>a) Provide advice and assistance to the Climate Finance Adviser (CFA) with the design and implementation of M&E requirements associated with SPREP's role as Accredited Entity to the Green Climate Fund and Adaptation Fund.</p> <p>b) Provide strategic advice and input on M&E function across all organisational programmes</p> | <ul style="list-style-type: none"> • Relevant advice and assistance is provided to the CFA on SPREP's role as Accredited Entity to the Green Climate Fund and Adaptation Fund • Advice is provided and appreciated across the organisation |
| <p>6. Training and Capacity Building</p> <p>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 RMF, Reporting Plan, Evaluation Plan and all associated M&E policies and procedures</p> <p>b) Deliver periodic M&E training to staff to ensure awareness and use of M&E standards</p> | <ul style="list-style-type: none"> • 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. • All SPREP staff are aware of the SPREP M&E standards and guidance materials and are applying it in their work |

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/Supervisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Establishing a relevant RMF and associated M&E mechanisms that support the Strategic Plan
- Coordination of M&E for all programmes and ensuring all programmes comply with set standards
- Collection of data and reporting

Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
|---|--|
| <p>EXTERNAL</p> <ul style="list-style-type: none"> • Donors and partners • Representatives of national partners | <ul style="list-style-type: none"> • Coordinate and streamline monitoring and evaluation practices. • Instruct on monitoring and evaluation processes; • Capacity building. • Reporting |
| <p>INTERNAL</p> <ul style="list-style-type: none"> • Corporate management and division/programme management • Environmental Monitoring and Reporting Adviser | <ul style="list-style-type: none"> • 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 Master 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. Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks
4. 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
5. Demonstrated experience in programme and project management with emphasis on monitoring and evaluation including financial management, proposal and report writing
6. Demonstrated experience in negotiations and working within a multi-disciplinary and multi-cultural team environment specifically in relation to monitoring and evaluation, organisational planning, problem-solving, motivating teams as well as facilitation and capacity building skills
7. Excellent written and verbal communications skills including high level of presentation and inter-personal skills with demonstrated experience in 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 | <ul style="list-style-type: none"> • Advisory and analytical • Monitoring and evaluation framework and best practices • Planning, budgeting and implementation • Proposal development |
| Advanced level | <ul style="list-style-type: none"> • Reporting • Communications • Networking |

| | |
|--------------------------|--|
| Working Knowledge | <ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges |
| Awareness | <ul style="list-style-type: none"> • 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\$51,622) to SAT\$152,156 (USD\$58,075) 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\$6,839) to SAT\$19,343 (USD\$7,383). 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\$2.62

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\$1,602).

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\$5,954) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,863) 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\$889) 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\$916) 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;
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**” 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**”

For further enquiries, contact the HR Officer, Ms Luana Jamieson, on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 27th May 2016: Late applications will not be considered.

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| SPREP is an Equal Opportunity Employer |
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