

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Monitoring, Evaluation and Reporting Officer **Position Number:** LDM010

Section: DCU

Department: Vice-Chancellors Office

Location: Laucala Campus

Category: Senior (Professional)

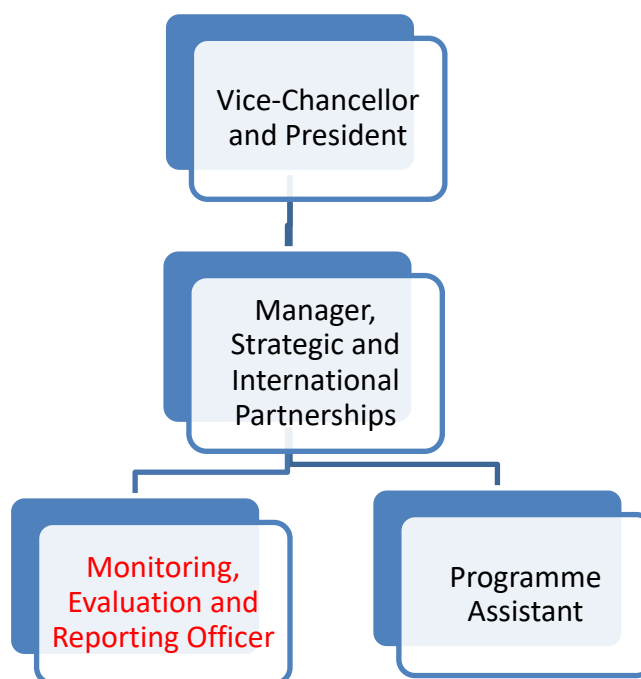
Grade: Level 1

Current Incumbent: N/A

Date of substantive appointment: _____

Reports to: Manager, Strategic and International Partnerships

ORGANISATIONAL CONTEXT



PURPOSE OF THE JOB

The Monitoring, Evaluation, and Reporting (MER) Officer at the University of the South Pacific (USP) is responsible for providing direct support to the Manager Strategic and International Partnerships for the effective implementation, monitoring, and reporting of development assistance projects and strategic partnerships. This includes tracking project progress, evaluating outcomes, ensuring compliance with agreements, and providing timely and accurate reports to internal stakeholders and external partners by carrying out high-quality impact assessment.

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The position is the focal point for all internal stakeholders in terms of initiating a partnership (MoU/LoA) and ensures that such agreements comply with all USP requirements by vetting them before recommending them for approval.

The MER Officer will carry out a regular comprehensive risk assessment and then ensure that a log frame-based M&E system based upon the University's Strategic Plan is fully and consistently integrated into various projects in collaboration with Project Coordinators across USP.

NATURE AND SCOPE

The University of the South Pacific (USP) is the premier dual sector university serving the Pacific region and only one of three regional universities of its kind in the world. USP endeavours to 'Shape Pacific Futures' by shaping Pacific minds to overcome the development challenges that we face, through research, innovation and future-proof thinking. Uniquely governed by its twelve member countries, USP is not only a higher education and research institution, but also a regional integration organisation that provides services within the communally agreed structured regional mechanisms geared towards benefiting the lives of the Pacific People. In its role as an organisation for regional integration and cooperation, USP serves all 18 Forum Member Countries.

The Development Cooperation Unit (DCU) plays a crucial role in supporting the Vice-Chancellor and President by offering strategic advice and analysis on donor relations and regional and international partnerships. This Unit is tasked with the development, maintenance, and execution of the University's Monitoring and Evaluation Framework concerning funded projects. Additionally, it maintains an up-to-date registry of all partnerships and donors, conducting regular audits to ensure accuracy and accountability.

In collaboration with Project Coordinators throughout the University, the Unit ensures effective and efficient project implementation. This includes organizing the timely recruitment of project staff. Moreover, the Unit provides oversight on the progress of projects managed by USP Project Coordinators and contractors. It ensures timely reporting to relevant authorities and stakeholders, identifies potential issues, and proposes solutions for any deviations from planned deliverables.

ESSENTIAL RESPONSIBILITIES

- Carry out an initial comprehensive risk assessment and revisit this on a monthly basis to update risk treatments and ensure the smooth implementation of the project.
- Establish a reliable and consistent set of outcome indicators for the entire project, as well as a supplementary set of indicators for each component of the project, ensuring that these indicators work with the University-wide core set of indicators.
- Regularly review and improve the M&E system by seeking stakeholder input and through consultations with practitioners in other organizations.

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- Develop systematic protocols such as Most Significant Change qualitative story methodology.
- Set up an online system for the M&E of selected projects, as it is implemented across the Pacific. This system must be accessible, relevant, and preferably consistent with the design of the Strategic Plan Online Monitoring System.
- Develop, in coordination with the Project Coordinators and Assurance and Compliance Unit, a system to ensure that the program planning, including outputs and targets, is aligned with the overall program log frames and other types of M&E indicators;
- Synthesize and analyze data for summary and thematic reports on M&E findings, and coordinate with appropriate departments for the dissemination of those findings;
- Support project implementers in the continued implementation of M&E tools and instruments;
- Foster and coordinate partnerships for independent, external assessments to attain good quality, third-party evaluation studies. Create and maintain online and hardcopy M&E procedure manuals for this project that can be used for others;
- Coordinate, develop, and facilitate training materials and presentations for capacity building to help implementers gather relevant data and produce required progress reports;
- Coordinate the process of and act as first point of contact internally for all MoUs/LoAs and accordingly provide advice to the Manager Strategic and International Partnerships on the impact of such partnerships on USP.
- Keep abreast of the latest developments in M&E and network with other organizations for best practices and technical assistance.
- Ensure that cross-cutting issues, such as gender, and climate change, are adequately addressed in all activities.
- Discuss financial acquittal statements for project reporting to the donor agencies such as EU, ADB, World Bank and UNDP with the Finance team and take early action as necessary;
- Provide technical assistance and data for the M&E component of other grant proposal development;
- Train project staff to better assess quarterly and annual M&E reports that will guide decision-making and program implementation;
- Perform any other duties assigned by the Manager Strategic and International Partnerships.

POSITION DIMENSIONS

Staff Responsible for: N/A

Limits of Authority:

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As per Financial Guidelines.

Internal and External Contacts:

Internal – Finance Section of the University and Finance Officers of all Faculties, Project Coordinators, Regional Campus Directors and Accountants.

External – Donor Agencies and CROP Agencies.

KEY RESULT AREAS(or RESPONSIBILITIES)

A position's key result areas do not change unless the job itself changes. A Key Result Area is not a statement of small details of day-to-day operations. Each Key Result Area is a statement that describes with an action verb what type of impact this job has on end results, what is to be accomplished and how this end result is to be accomplished.

Key Result Areas (Key Responsibility Areas)	Strategies	Key Performance Indicators
1. Develop M&E protocols for donor-funded projects and activities, and set up a system of continuous review and improvement.	<ul style="list-style-type: none"> • Liaise with EU/ADB/World Bank/UNDP and USP staff for donor requirements. • Consult relevant funding agreements. • Refer to monthly financial statements and quarterly reports. • Send reminders to In-Country Coordinators of upcoming deadlines for submission of reports. 	<ul style="list-style-type: none"> • Monthly one-page reports to MSIP on the projects across USP • Biannual and Annual Report (M&E input to this)
2. Create and update an online M&E system for the project along the lines of SPOMS.	<ul style="list-style-type: none"> • Ensure In-Country Coordinators update the system through regular liaison. 	<p>Functioning database, judged to be useful by project implementers and DCU (survey will confirm its suitability)</p> <p>Record of Reports to VC</p>
3. Build M&E capacity within the University community by developing	<ul style="list-style-type: none"> • Develop online M&E guide, linked to online database and including 	Number of Training Sessions

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and facilitating M&E training sessions, and providing technical advice on M&E to implementers.	<p>relevant reporting templates and M&E tools.</p> <ul style="list-style-type: none"> • Deliver in-person training sessions to meetings of Campus Directors, and to faculties at faculty meetings. • Advertise M&E advisory services internally, and deliver training by videoconference on request. • Provide technical advice to University staff as they draft proposals 	Number of times M&E advice is provided (on request or without request)
4. Produce summary and thematic reports on M&E findings related to the project, and provide input as necessary to other reports for the Vice-Chancellor and to University committees as necessary.	<ul style="list-style-type: none"> • Work closely with project implementers and Project Manager in drafting reports. • Make plan to ensure that assessments are disseminated to In-Country Coordinators and recommendations are actioned. 	<ul style="list-style-type: none"> • Analytical reports provided to MSIP. • Enhanced reporting to donors.
5. Assist with the M&E aspect of grant proposals and advise grants implementers on their M&E systems and practices.	<ul style="list-style-type: none"> • Work with project implementers on M&E reporting techniques. • Edit M&E section of draft reports. 	<ul style="list-style-type: none"> • High-quality grants proposals. • Annual reports have good M&E content and high-level analysis.

TERMS & CONDITIONS/POSITION ENVIRONMENT

Salary: Senior Staff (Professional Level 1- \$45,408.30- \$55,627.11

Length of Contract: 3 years (renewable)

Gratuity and Allowances: **No**

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POSITION SPECIFICATION

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and compiles data; uses background knowledge and training to complement data and to interpret data;

Interpersonal Skills – maintains good working relationships with colleagues; able to discuss working needs and requirements openly

Oral Communication – articulates information requests clearly; must be able to present information clearly and to participate in meetings to present information

Written Communication – writes clearly and informatively; presents numerical and financial data effectively and informatively

Quality Management – demonstrates thoroughness and accuracy in work; continually strives to improve quality of work

Ethics – works with integrity for the betterment of the organization

Judgment – must be willing to make decisions about work following consultations with stakeholders and be able to support and explain such decisions

Motivation – sets and achieves challenging goals and is willing to go the extra mile to obtain needed information

Planning and Organising – prioritizes work and plans work program and tasks accordingly; uses time efficiently

Professionalism – tactful and respectful of colleagues and work associates; follows through on work commitments

Initiative – seeks out self development activities; takes independent action and takes advantage of opportunities to improve work

Innovation – must be creative in meeting and overcoming work challenges

QUALIFICATIONS

To perform the duties of this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential office functions for this position.

Required qualifications:

- A first degree in statistics, economics, international development or relevant field with at least 3 years' experience in handling monitoring & evaluation programs,
- Skills and experience with numerical methods and database management.
- Strong analytical skills.

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- Excellent oral and written communication skills.
- Excellent interpersonal skills and a team player.
- Excellent command of written and spoken English.

Desirable qualifications:

- Prior experience with performance monitoring and evaluation, including developing performance indicators, data collection, and analysis.
- Knowledge of major donors and their priorities; and
- Familiarity with Banner Finance.

APPROVAL

Supervisor name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: