

OurFish OurFuture Project Regional Monitoring, Evaluation and Learning Advisor

OVERVIEW/WHY WORK WITH US

The five-year OurFish OurFuture Project is funded by the United States Agency for International Development (USAID). The Regional Monitoring, Evaluation and Learning (MEL) Advisor is a full-time position responsible for oversight of the monitoring, evaluation, and learning and acting as a key liaison with core implementing partners World Wildlife Fund (WWF), LMMA Network, and The University of the South Pacific in implementing the OurFish OurFuture Project. This position is a member of the OurFish OurFuture senior management team. The position reports directly to the OurFish OurFuture Chief of Party (CoP) and works closely with all OurFish OurFuture program and fiscal/administrative staff located at both the University of Rhode Island (URI) Coastal Resources Center (CRC) office in the USA and the in-country Fiji office to ensure accurate MEL management and reporting to the management team and USAID.

RESPONSIBILITIES

- Review and revise the MEL Plan for the Project as appropriate. This will include updating appropriate output, outcome, and impact indicators and revising targets that are linked to right sizing fisheries, behavior change strategies, and other aspects of the project's theory of change.
- Support the development of protocols for baseline data collection and oversee the data collection – this may involve leading data collection teams as well as overseeing local contracts.
- Set up data collection and data quality control processes for project indicators. This will include developing surveys and assessments, MEL databases, and reporting processes for local and international implementing partners.
- Act as the Quality Assurance Quality Control (QAQC) point person of the project. This will include conducting periodic data quality assessments for selected program indicators and for partners' reported MEL accomplishments.
- Oversee geo-referencing of all monitoring data and inclusion into a database and mapping of such data for reporting to USAID.
- Stay abreast of all changes in indicators, procedures and formats for USAID standard indicators including updating of Performance Indicator Reference Sheets (PIRS) and protocols on reporting and validation.
- Review partners' quarterly report and provide written feedback of partners' performance accordingly.
- Track, monitor and verify partners' outputs based upon their respective Scopes of Work (SOWs).
- Produce accurate and timely quarterly indicator reports by Indicator Result (IR). This includes information required for quarterly programmatic reports to USAID.

- Provide the project Senior Management team with updates regarding the status of meeting indicator targets. This will include alerting the team in case there are issues in reaching certain targets.
- Review workplans and ensure that partners activities are contributing to the indicators and partners reports on indicators are accurate, on target, and submitted on schedule.
- Collaborate with the communications team to develop dissemination plans for reporting and sharing findings with target audiences.
- Regularly communicate with the USAID Award Officer Representative (AOR) on matters that involve indicators, changes in targets, and reporting of achievements.
- Based upon the review and endorsement by the COP and DCOP, provide accurate data and documentation on MEL related inputs to AOR and submit periodic reports to USAID such as the Performance Plan and Report (PPR).
- Develop narrative monitoring reports that summarize the findings of baselines and end-line assessments.

Learning and theory of change

- Co-lead in organizing the annual Pause and Reflect workshop.
- Lead theory of change development sessions that follow the USAID Biodiversity team results chain methodology.
- Lead the development and updating of the Theory of Change Report and result chain diagrams based upon the recommendations from the annual Pause and Reflect workshop.
- Facilitate learning sessions as part of periodic partner meetings including evaluation of indicator data and implication for meeting performance targets and determining any adjustments that may be needed to improve project performance.
- Work with the entire project team and implementing partners to document project experience, lessons learned and impact of project interventions of status of fish stocks and quality of life of targeted beneficiaries in coastal fishing communities.

Evaluation

- Design and lead periodic self-assessments.
- Develop information packets for external evaluators.
- Act as a primary point of contact for external evaluators.
- Develop adaptive management recommendations based on self-assessment and evaluation findings.

Environmental Monitoring and Mitigation Plan (EMMP)

- Provide oversight to ensure consortium partners comply with requirements on activities that require EMMP.
- Review and monitor activities that may require EMMP.
- Coordinate with appropriate Program specialists to review activities that require EMMP.
- Provide regular report on the status of EMMP implementation.
- Update the EMMP as appropriate.

Training and Capacity Development

- Act as resource persons for MEL-related training sessions with mentors, planning sessions with consortium and local/national government partners .
- Provide technical support to DCoP, site focal coordinators, and other program specialists on the development of fisheries management actions and other related work.
- Provide oversight on training participants that require Leahy Vetting.

Budget and administration

- Prepare annual budgets for the MEL component of the OurFish OurFuture Project.
- Oversee MEL implementation in OurFish OurFuture field sites.
- Promptly report to the Deputy Chief of Party if there are deficiencies/problems with the monitoring and evaluation system and assist in implementing recommendations for corrective action.

QUALIFICATIONS:

Education and Experience

- BA in international development or other relevant social science (MA preferred).
- Minimum three to five years of experience working in international relief and development programs, with at least two years focused on providing MEL technical support to field programs, and at least two years working internationally preferred.
- Demonstrated experience with program design, including assessments, proposal development, indicator selection and MEL planning.
- Demonstrated experience with facilitating program design processes, logical frameworks, theories of change, and overall program logic.
- Experience in designing, managing, and implementing multi-disciplinary and results-based surveys, and developing and refining data collection tools.
- Experience in training and capacity-building (in person and remotely) and fostering a collaborative relationship with field practitioners and management,
- Experience with data analysis and presentation using Excel, Access, and advanced data analysis and visualization packages, as well as mobile data collection platforms. Additional software and technical skills (databases, GIS, and statistical packages) preferred.
- Experience designing practical and effective monitoring systems, including data and database management systems.
- Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience serving as a key member of a senior management team.
- Preferred: Two years MEL experience on USAID-funded projects.

Skills

- Strong team player, good communication and diplomatic skills
- Able to facilitate complex team dynamics and achieve objectives
- Excellent analytical and problem-solving skills
- Good organizational skills and ability to work independently

- Strong commitment to advancing learning in international development through monitoring, evaluation, and learning
- Active within the MEL community preferred
- Strong relationship-building skills and commitment to working collaboratively
- Strong communication skills; able to work remotely with a geographically dispersed team
- Able to travel to project sites in Palau, FSM, RMI, PNG, Solomon Islands, and Vanuatu
- Excellent verbal and written English language skills

Compensation & Benefits:

An attractive package will be offered to the successful candidate based on appropriate qualifications, experience and skills.

Job Description

For more information on the role and job description, please email info@ourfish.crcuri.org

How to Apply:

To apply please email all of the following, in order, in **one single PDF file** to the OurFish Chief of Party on email only at rjimmy@ourfish.crcuri.org and cc the Finance and Administration Manager at vnair@ourfish.crcuri.org:

- Cover letter
- Resume or CV (must include contacts of 3 recent referees)

Deadline: Application will close at **4.00pm (Fiji Time) on 28 July 2024**. The position remains open until filled.

This Project follows US Affirmative Action/Equal Opportunity laws and does not discriminate in consideration or hiring of individuals.