

Terms of Reference: Monitoring & Evaluation Specialist

Position Title: Monitoring & Evaluation Specialist (Fiji and Pacific Regional)

Location: Suva, Fiji/ Nuku'alofa, Tonga/ Apia, Samoa (any of these countries) including travel within the country and to other MDF countries

Duration: Twelve (12) Months, with possibility for extension

Reports to: Research, Impact Measurement, and Inclusion Coordinator (Fiji and Pacific Regional)

Australia's Market Development Facility (MDF) helps countries in the Indo-Pacific region to grow through improved productivity, economic diversification, competitiveness and trade.

MDF helps government and business partners to identify markets that have high potential to grow, be profitable, and deliver social and environmental value.

MDF supports catalytic innovation in these markets by co-investing with local and international partners to reduce the costs and risks of early-stage commercial opportunities. This accelerates progress to profitability and scale.

Our aim is to do good by supporting good business. MDF supports business investment and innovation that reduces poverty, economically empowers women and combats climate change.

MDF currently operates in Fiji, Timor-Leste, Samoa, Vanuatu, Tonga and Sri Lanka.

MDF is funded by the Australian Government and co-funded by the New Zealand Government in Samoa, Tonga and Vanuatu. It is implemented by Palladium, in partnership with Swisscontact.

MDF has staff in each country team responsible for monitoring, results measurement, evaluation, and inclusion. Other development programs typically incorporate such functions under the umbrella of MRM, M&E or MERL. In MDF, these functions come under what we call 'Quality and Inclusion'. This work is divided into two areas (a) Quality - which includes monitoring and results measurement; and (b) Inclusion - which includes cross-cutting issues such as climate change, gender equality and disability.

About the role:

The Monitoring & Evaluation Specialist is responsible for Monitoring and Results Measurement (MRM) on assigned programmes. In other words, measuring the results of MDF's work to determine if we're achieving the desired objectives with tangible and credible results measurement. If you're someone who enjoys monitoring and analysing results and research measurement, combined with the diversity of conducting field trips to gather real time information and data, then this role is for you.

MDF activities are making a genuine difference to peoples lives and communities including initiatives focussed on climate change and inclusion.

The successful applicant would join a small and cohesive team of other Monitoring & Evaluation Specialists, working across the Pacific Region in Fiji, Samoa, Tonga and Vanuatu.

Key responsibilities:

Monitoring and Results Measurement (Quality)

- Contribute to the development and review of all documentation wholly or partially focused on Monitoring and Results Measurement (MRM). This includes intervention guides, results chains, research plans, attribution strategies, concept notes, intervention agreements and value for money calculations
- Using a research calendar, support planning of all MRM work for relevant countries to ensure timely completion of fieldwork, analysis and data presentation.
- Ensure integration of MRM documentation and data into MDF's Management Information System.
- Ensure that projections and results from responsible countries are accurately aggregated for planning, reporting and learning purposes, providing insights into progress against key headline and intermediary indicators.
- Support the production of the Annual Report, case studies, Annual Strategic Plans and Guidance Notes.
- Contribute to analysis of economic sectors and markets to identify their potential for pro-poor growth, constraints to growth, and innovative solutions and opportunities to unlock this growth potential.
- Help to ensure that information gathered through the QI system is fed into the strategic and implementation decisions and MDF's learning agenda.
- Provide recommendations to improve market system strategies and intervention concept notes.

MDF's Cross Cutting Issues (Inclusion)

- Help country team staff to understand and integrate MDF's inclusion strategies in their work, including on Women's Economic Empowerment, environmental sustainability, disability inclusion, geographic and ethnic inclusivity
- Provide advice to teams on how to integrate climate change principles of adaptation, mitigation and resilience in all activities, including intervention and results measurement documents.

Other duties

- Contribute to the development and learning of the MDF team, Department of Foreign Affairs and Trade (DFAT) and the broader global development community through lessons sharing, reflection, evidence gathering, in-house trainings and events participation.
- Perform other duties as directed by your manager.

Experience/Qualifications/Requirements:

Essential Criteria

1. A minimum of a bachelor's degree in Monitoring & Evaluation/MRM, research, economics, business, international development, or related fields.
2. Qualitative and quantitative research skills and experience, including in complex field research, in areas such as productivity, poverty and social norms, sustainability and resilience.
3. Experience in analysing complex data sets and conveying findings into simple, clear and actionable content.
4. Willingness to work in challenging environments and travel extensively to and within MDF countries.
5. Strong written and spoken English language skills.

Desirable Criteria

6. Familiarity with Market Systems Development or similar approaches.
7. Familiarity with the Donor Committee of Enterprise Development (DCED) Standard for Measuring Results in Private Sector Development.

Application Requirements

Please submit your CV and brief cover letter (no more than one page) outlining your suitability in line with the requirements of the position.

This position is open to Fiji/Tonga/Samoa nationals and permanent residents who have authority to live and work in any of these countries. Rates of pay are based on local labour standards.