
Role Description

Monitoring, Evaluation, Accountability and Learning Coordinator

About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

Objective

The Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator leads the implementation of the Fund's Monitoring and Evaluation (M&E) system and coordinates all M&E reporting at the Fund level. Working closely with the Funds implementing partners, the role provides support thorough execution of data collection and analysis. The role reports to the Senior Program Manager.

Outcomes

Organisational Stakeholders

1. Effective Development and Implementation of MEAL System

- On-going implementation and review of the Fund Monitoring & Evaluation Framework (MEF) is ensured
 - This includes reporting requirements and tools that are guided by feminist evaluation principles
 - Supports the WFF annual workplan development and implementation
 - Development and finalisation of the program workplan ensured and updated in accordance with program activities and time-frames
- The Fund's MEF and internal processes comply with the requirements of donors
- Program Officers and Senior Program Manager are supported to ensure the collection of relevant and appropriate data needed for an effective MEAL plan/system and for reporting on donor/partner commitments
- Overall framework for programme M&E developed,
 - This includes mid-term programme review, impact assessment, final evaluation, Activity Performance Monitoring plans
- Capacity assessments are conducted on the existing M&E system
 - Indicators and monitoring strategy for programmes developed and implemented
 - M&E system on the effectiveness of programme initiatives in the Annual Work Plan is accurately measured

Outcomes

- M&E-related training and capacity development for Fund grantees in Fiji including the development of the Fund's MEAL Toolkit facilitated and supported
 - Field visits to monitor grantee performance undertaken
- M&E support and guidance is provided to the Fund Team, both formally and informally through mentoring and coaching
- Internal Fund quarterly M&E sessions facilitated with guidance from the short-term M&E Adviser
- Tools developed to collect data on inputs, information and statistics for quarterly, progress, annual and other reports
 - Quality of existing data in the activity subject areas and the methods of collecting it are reviewed
 - Training and information are provided to program personnel in regards to MEAL tools
- Support is provided for the design and delivery of external MEAL activities such as external reviews or evaluations of the Fund
- Contribution to the Fund's localisation and resource mobilisation activities ensured

2. Programme Coordination and Support Provided

- Coordination across the available components of the Programme for the effective implementation of M&E supported and ensured
 - Assistance provided in the revision of the activity log frame, particularly in the areas of KPIs and their measurement
- Assistance provided in the successful planning and formulating of programs
 - Appropriate information and analysis provided to ensure support to WFF
 - Relevant performance targets for WFF's MEAL function activities achieved and/or outperformed
 - Programme refinement efficiently and effectively supported-
- Activity/Program costs maintained within budget
 - Prudent and transparent management of core and programme funds including donor funds ensured
 - All costs and expenses are monitored and reported on in a timely fashion
 - M&E database maintained and updated: analysis and aggregate findings provided
- Data is collected on a regular basis to measure achievement against the performance indicators
 - Overall progress on achievement of results is constantly monitored and evaluated
- Effective and efficient management of reports from implementing partners
- Training programmes developed and facilitated
 - Development, implementation and monitoring of training programmes locally and regionally
- Feedback provided to the Senior Program Manager on program strategies, expenditure and activities
 - Strategies for improving the efficiency and effectiveness of the program are recommended

3. Timely and Accurate Reporting Ensured

Outcomes

- Accuracy and quality of data collection and processing ensured
 - Data quality is cross-checked with partners
- Timely and relevant information provided to team members, donors and Fund stakeholders to ensure that M&E findings are fed into Fund decision making processes
 - Reports on M&E findings and presentations based on collected data are prepared and produced in a timely fashion
 - MEAL system results documented and periodic reports produced and submitted to WFF and relevant stakeholders in a timely fashion
- Collaboration with other team members in the preparation of relevant reports such as Annual and Six-Monthly Progress Reports:
 - Reviews of the MEAL Plan
 - Reporting supports resource mobilisation function of the fund
 - Inputs, information and statistics for quarterly, annual and other reports are provided
 - Collaboration with Communications Officer, Finance & Ops Manager and Resource Mobilisation Coordinator as needed
- Assistance provided to the Fund Team with the collation and analysis of grantee reports to determine progress against Fund outcomes
 - Learnings and actions to strengthen both the MEF and the quality of Fund delivery identified
- Contribution to the development and maintenance of the Fund's communication and knowledge products ensured

4. Teamwork and cooperation

- Cooperation within the team and stakeholders
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

5. WFF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of WFF
- Encourage team members to uphold reputation and value standards

Responsibilities - Critical Competencies

Competence	Description
Business	
Business Performance	Manage performance levels against set deliverables.
Planning	Develop a detailed work plan to achieve specified objectives.
Resource Management	Organise, prioritise and allocate resources to achieve the team / work unit's established outcomes.

Competence	Description
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
Communication	Communicate by conveying key issues and points through structured questioning and listening.
Stakeholder	
Stakeholder Commitment	Seek, act upon, and follow through on stakeholder feedback regarding products or services provided.
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability
Relationship Building	Build long-term relationships working as a trusted advisor.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
People	
Leadership	Involve the work groups in developing and delivering on the performance objectives while sharing ownership of the accountabilities.
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Identify the important issues and select an established procedure to address the problem
Innovation	Create initiatives that impact on job efficiency and objectives across different work units/organisation
Learning	Monitor employee development and align training and development to meet the organisational goals.
Self-Management	Monitor your performance by tracking critical steps, monitoring progress and making necessary adjustments.
Professional	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Research	Establish a research plan/brief incorporating the research methodologies, limitations and implications of the results.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Arts in the Social Sciences, Statistics	Training in M&E methodologies
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Development Studies, Gender Studies, Monitoring & Evaluation	

Work Knowledge and Experience

Minimum of 5 years of professional experience in an M&E position, implementing M&E activities of development programmes

Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies

Demonstrated experience in developing, planning and implementing user-friendly M&E frameworks and data collection processes for grassroots community sector organisations

Ability to build on relevant knowledge within and outside the Women's Fund Fiji as well as actively share her/his experience and expertise with colleagues and partners

Demonstrated experience in delivering and facilitating capacity development activities in monitoring, evaluation and learning to a range of stakeholders within Fiji

Extensive experience in civil society or the Fiji's women's movement, particularly in gender equality and women's empowerment-related programming

Outstanding communication and facilitation skills and experience conveying complex information to stakeholders of varying levels of experience or ability

Excellent analytical and report writing skills, including the ability to write to donor specifications

Requirements

Language Proficiency

Excellent command of written and spoken English

Regulatory Compliance Requirements

Driver's License (not mandatory but is preferred)

Interactions

Interaction	Comments
Internal All Staff Senior Program Manager Resource Mobilisation Coordinator Communications Officer MEAL Officer Program Officers	

Interaction

Comments

External

Partners/Grantees
 Training and Development Providers
 Donors
 Prospera International Network of Women's Funds
 Relevant Government Authorities
 Relevant Stakeholders
 Community

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.
Decisive	Reaches conclusions, promptly and firmly.