Evaluation and Research Unit Manager

Terms of Reference

Reports to: Deputy Team Leader, Pacific Women Support Unit
Location: Suva, Fiji
Duration: Until 31 December 2019, with likely extension
ARF Classification: C2/C3 depending on experience

Overview of Role

The Evaluation and Research Unit Manager is newly created role in the Pacific Women Support Unit. The Evaluation and Research Unit Manager will oversee the Monitoring, Evaluation, Learning and Research Unit (MEL and Research Unit) comprising: a Monitoring and Evaluation Manager, a Monitoring, Evaluation and Knowledge Management Officer and a Research Officer. The role will provide strategic leadership and management of the program’s monitoring and evaluation system and research strategy. The role will focus on program results and impact and implement an adaptive management approach.

Program Background

Pacific Women Shaping Pacific Development (Pacific Women) was announced by the Australian Government at the Pacific Islands Forum Leaders’ meeting in August 2012. It commits up to $320 million over 10 years in 14 Pacific Islands Forum member countries. The program aims to improve opportunities for the political, economic and social advancement of Pacific women. Pacific Women will support countries to meet the commitments they made in the Pacific Leaders’ Gender Equality Declaration in 2012. The outcomes sought by Pacific Women are:

- Women, and women’s interests, are increasingly and effectively represented and visible through leadership at all levels of decision making.
- Women have expanded economic opportunities to earn an income and accumulate economic assets.
- Violence against women is reduced and survivors of violence have access to support services and to justice.
- Women in the Pacific will have a stronger sense of their own agency, supported by a changing legal and social environment and through increased access to the services they need.

Pacific Women is managed by Australia’s Department of Foreign Affairs and Trade (DFAT) and works with a wide range of implementing partners, including the 14 partner governments, multilateral organisations, international and national NGOs and civil society organisations.

The Pacific Women Support Unit provides the program with logistical, technical and administrative support and is in Suva, Fiji, with a sub-office in Port Moresby, Papua New Guinea.

The Support Unit holds the responsibility for the design, implementation and review of Pacific Women’s monitoring and evaluation (M&E) system. Pacific Women’s M&E system operates at a number of different levels. This includes the program level, the country level and the activity level.
Each level has its own cycle of planning, monitoring, evaluation and reporting. These cycles together combine to form the Pacific Women M&E system.

The M&E system includes the following components:

- A Monitoring, Evaluation and Learning Framework (MELF), country plan MELFs and implementing partner M&E Plans
- A Pacific Women Database
- Pacific Women program reporting and implementing partner project reporting
- A Pacific Women value for money rubric
- Country plan reviews and country reflection workshops
- A toolkit for monitoring and evaluation data collection
- A schedule of program evaluations and partner project evaluations.

Purpose of the Role

The Evaluation and Research Unit Manager will provide strategic leadership and management of the Pacific Women Monitoring and Evaluation System and Research Strategy. With a focus on the collation and communication of Program results and impact, the role will ensure that Pacific Women is producing high quality research, learning and knowledge products that supports program outcomes.

Roles and Responsibilities

Management of the MEL and Research Unit

- Provide management support and guidance to the MEL and Research Unit.
- Supervise the Monitoring and Evaluation Manager, a Monitoring, Evaluation and Knowledge Management Officer and Research Officer including mentoring and supporting their professional development.

Strategic leadership and management of the Monitoring and Evaluation System

- Oversee implementation of the program’s Monitoring, Evaluation and Learning Framework
- Support the refinement and implementation of country program monitoring and evaluation frameworks and partner M&E plans that provide country level information on progress to outcomes.
- Lead the review, analysis and integration of program learning and knowledge into the design of program activities for maximum impact.
- Lead sharing of program learning and knowledge with partners and stakeholders.
- Oversee the process that underpins the Pacific Women progress reports, including the collation and coding of data, data analysis, reflection processes and development of findings on program outcomes and impact.
- Oversee and quality assure evaluations and reviews, including the Pacific Women Six-Year Evaluation process, in collaboration with short term consultants.

Management of Research

- Provide strategic guidance and management of the Pacific Women Research Strategy, management of research underway and any new research commissioned by the program.
- Ensure the program is producing high quality research that directly supports program outcomes
- Provide advice on applying research findings to program implementation to improve outcomes for Pacific Women and implementing partners
- Manage the Pacific Women Advisory Group on Research.
- Work to build the capacity of Pacific research practitioners and institutions.
- Work with the Communications Adviser and Communications Officer to develop high quality and relevant knowledge products from research.

Knowledge Management
- Lead knowledge sharing across program activities and with partners. Ensure an integrated approach and systematised learning and sharing process.
- Work with the Communications Adviser and Communications Officer to effectively translate, communicate and disseminate learning and knowledge across program activities and with partners.

Essential Criteria
- Advanced tertiary qualification in evaluation, social sciences, development or a related discipline with experience working on development programs.
- In-depth understanding of a wide range of M&E methodologies and approaches, with demonstrated experience in planning and implementing M&E systems in a variety of development settings/sectors, particularly for large complex programs.
- Knowledge and ability to guide work of the Support Unit and Advisory Group on Research, particularly in relation to positioning research through the program as part of contribution to program outcomes, research and learning and Pacific gender research ethics.
- Strong knowledge and experience with a variety of research methodologies and knowledge of gender research in the Pacific region, and ability to provide a high level of quality assurance to Pacific Women research.
- Experience managing a range of tasks and responsibilities, and allocating them to appropriate personnel.
- Excellent analytical and reporting writing skills, including ability to write to DFAT specifications.
- Experience working in the Pacific, preferably with a large donor-funded program.