Pacific Women Database of Monitoring, Evaluation and Learning Consultants

Terms of Reference

Location: Home-based, with Pacific regional travel as required for particular assignments

Entered onto the Pacific Women Database of Monitoring, Evaluation and Learning Consultants with opportunities to be engaged for short-term inputs.

Overview of Role

The Pacific Women Shaping Pacific Development program (Pacific Women) funded by the Australian Department of Foreign Affairs and Trade (DFAT) seeks to expand its database of Monitoring, Evaluation and Learning (MEL) consultants. Consultants on the database are engaged on an as-needs basis to work with partners, DFAT and the Pacific Women Support Unit (Support Unit) to provide high-quality MEL technical advice, support and capacity development across Pacific Island countries. These consultants strengthen the capacity of the Pacific Women to demonstrate its achievements, share its lessons, refine its approach and document its contribution toward outcomes.

Program Background

Pacific Women was announced by the Australian Government at the Pacific Islands Forum Leaders’ meeting in August 2012. It is a 10-year commitment in 14 Pacific Islands Forum member countries 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 (Leadership and Decision Making).
- Women have expanded economic opportunities to earn an income and accumulate economic assets (Economic Empowerment).
- Violence against women is reduced and survivors of violence have access to support services and to justice (Ending Violence against Women).
- 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 (Enhancing Agency).

Pacific Women is managed by 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.
Roles and Responsibilities

The program may call on consultants on the database to perform the tasks and produce the outputs listed below, either individually or as part of a team:

- Support the development or review of MEL frameworks and associated tools for Pacific Women regional and country programs and activities, with reference to the Pacific Women program MEL framework.
- Contribute to program evaluations and reviews of selected activities funded under Pacific Women.
- Undertake program evaluation through provision of higher level technical and strategic advice.
- Leadership in implementing MEL frameworks for Pacific Women regional and country programs and activities.
- Support program-wide processes of data collection, synthesis, analysis and reporting at country, program and activity implementation levels.
- Assist with identifying capacity development needs relating to MEL; and develop resources and capacity development strategies for Pacific Women government and civil society partners.
- Support the provision of timely and relevant MEL information to DFAT, the Support Unit and other stakeholders to inform the ongoing development of Pacific Women.
- Contribute to progress reporting and quality assurance for Pacific Women.
- In close collaboration with the Support Unit and DFAT, develop and implement effective strategies that are evidence-based, through appropriate information and lesson-sharing activities.
- Monitor and evaluate gender, disability and inclusion activities and programs.
- Undertake, and support others to undertake, gender sensitive monitoring, evaluation and learning activities.
- Undertake research and design activities.

Terms of engagement

Successful candidates will be placed on the Pacific Women Database of MEL Consultants. Opportunities will be made available to consultants listed on the Database to quote on an as-needed basis. Each time a Consultant on the Database is offered an assignment, a contract will be signed outlining the terms and duration for the assignment.

Opportunities will be made in a range of ways, including but not limited to: open calls to all consultants on the Database; limited calls for expressions of interest; and occasional cases of sole sourcing. The approach taken for each opportunity depends on the assignment’s requirements and the skill sets of the available consultants on the Database. Inputs will vary in terms of scope and duration, depending on the needs identified.

Being listed on the Pacific Women Database of MEL Consultants provides no guarantee of work.
Selection criteria

_Pacific Women_ values diversity and inclusion. Applicants from diverse or underrepresented groups are encouraged to apply.

- Qualifications in evaluation, social sciences, development or a related discipline, with at least 5 years’ relevant work experience.
- Understanding of and experience implementing a range of MEL methodologies and approaches.
- Experience in developing and implementing MEL frameworks and undertaking evaluations and reviews in a variety of development settings/sectors.
- Experience in emergency and pandemic responses (highly desirable, but not essential for applying).
- Proven ability to use capacity development and institutional strengthening approaches.
- Well-developed analytical and reporting writing skills.
- Well-developed IT skills and the ability to use computer software and technologies for the purposes of conceptual data analysis and dissemination.
- High level communication, consultation and facilitation skills and experience conveying complex information to stakeholders of varying levels of experience or ability.
- An ability to deliver quality work remotely and to work effectively with other people via internet platforms, such as Zoom, WebEx and Skype.
- Highly developed interpersonal skills and an ability to work in a multi-cultural environment with sensitivity and respect for diversity.
- Experience working in Pacific Island countries (highly desirable but not essential for applying).