

# Position Description

<b>Position Title</b>	Monitoring and Evaluation Manager
<b>Project</b>	Incentive Fund Phase 4
<b>Reports to</b>	Team Leader (TL)
<b>Duration of Assignment</b>	Up to 30 June 2022
<b>Location</b>	Port Moresby, Papua New Guinea

## Adviser Remuneration Framework

Further information about the Adviser Remuneration Framework [click here](#)

<b>Discipline</b>	<b>C</b>	<b>Level</b>	<b>3</b>
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### Working relationships include:

- Deputy Team Leader
- Team Leader
- IF4 Senior Management Team (SMT)
- IF4 Policy, Practice and Engagement (PPE) and Proposal & Project Management (PPMU) units
- Coffey International
- Australian High Commission
- Strategic Management Group (SMG)
- All grant applicants and recipients

## Program Overview

The Incentive Fund Phase 4 (IF4) aims to attract, identify and incentivise high performing organisations to expand the reach, coverage and quality of their contribution to service delivery and/or economic development in Papua New Guinea (PNG). Projects previously funded include the redevelopment of markets, schools, health aid posts, clinics and hospitals and the construction of marketplaces and bridges.

IF4 funding may be allocated to support activities in a range of sectors including but not limited to health; education; transport; law and justice; governance and public administration; climate change mitigation, renewable energy, water and sanitation (WASH), agriculture and rural development.

Within these broad parameters, a minimum of:

1. 50% will be allocated to infrastructure;
2. 80% will support empowerment of women and girls; and
3. 20% will support private sector investment.

IF4 commenced in July 2016 and manages Incentive Fund Agreements (IFAs) ranging in value from PGK1million to PGK10million to a diverse range of high performing Papua New Guinean organisations throughout PNG. Currently there are 13 ongoing IFAs under implementation by grantee organisations and oversighted by the program.

The current term of the IF4 program runs to June 2022.

## Position Summary

The Monitoring and Evaluation Manger must:

- Implement and update the IF4 Monitoring & Evaluation Framework (MEF), Performance Assessment Framework (PAF) and program logic to ensure they are consistent with DFAT M&E Standards
- Ensure gender equality and social inclusion requirements and perspectives are integrated into all M&E processes and coordinate key activities with the IF4 GESI team
- Contribute to project grant making and management activities including input into assessment processes & preparation of recommendation papers for Organisational Management Group (OMG) & SMG meetings
- Provide oversight and support to the monitoring of implementation of IFAs by Partner Organisations (POs) working in close collaboration with the PPMU
- Ensure IF4 evaluation practices are robust and project portfolio evaluations are occurring as required by both POs and the IF4 Team
- As a member of the SMT, ensure a balanced IF4 activity portfolio reflecting the program's priorities and raise key issues identified through M&E processes
- Lead the delivery of project quarterly reporting to DFAT in collaboration with IF4 team
- Co-lead the development and delivery of the program's 6-Monthly Progress, Annual Reports and Annual Plans
- Support the IF4 M&E Coordinator, other staff-members and POs to develop or strengthen M&E knowledge, as required
- Work in close collaboration with the PPMU to ensure cohesive program implementation and the delivery of high impact public diplomacy assets for DFAT

## Outputs

The expected outputs of support from the Monitoring and Evaluation Manager are:

- Annual revision of the IF4 M&E Framework and the PAF
- Contributions to relevant sections of the IF4 Annual Plans, which must be approved by DFAT
- Contribute to the development of 6-monthly progress and Annual Reports in collaboration with the Team Leader, ensuring there is a strong focus on actual and project outcomes. The Annual Report will include a comprehensive Annual Monitoring and Evaluation Report
- Delivery of Quarterly Project Reports, which are focused on implementation progress and outcomes at the project level
- Contributions to the grant-making process, including input into the assessment process and preparation of recommendation papers for OMG & SMG meetings; screening of concept/detailed proposals for development impact and other technical requirements; participating in organisational assessments of potential partners; and reviewing relevant sections of Incentive Fund Agreements
- As a SMT member ensure professional delivery of IF4 meeting schedules, governance arrangements, risk management and ensure Work, Health & Safety (WHS) Management systems are maintained
- Co-lead on the delivery of the IF4 Completion Report.

## Key Responsibilities

### Key responsibilities include:

- Manage and quality-assure all M&E activities for the Program and work in collaboration with the IF4 team
- Lead and manage the M&E Coordinator
- Deliver all Project Monitoring and Evaluation Scope of Requirements to monitor and evaluate the impact of the IF4 program, projects and grants, including:
  - Implementing and updating the IF4 M&E framework annually ensuring it is consistent with the DFAT M&E Standards and monitoring activity progress against the program logic and the PAF;
  - updating the PAF and program logic as required to reflect learning from M&E;
  - ensuring lessons learned informs program strategy and management to ensure achievement of end of program outcomes; and
  - provide information and assistance as required to support other DFAT M&E processes and independent review.
- Contribute to project M&E activities and provide support to POs during implementation and project completion reports. Preparation of papers for OMG and SMG meetings.
- Coordinate the monitoring and, where required, evaluation by IF4 of the implementation of IFAs by POs
- Co-lead, with the Team Leader, delivery of contractual reports including 6-monthly progress reports, annual reports and quarterly project updates
- Maintain a strong reputation for Coffey and IF4 at all times
- Ensure the timely delivery and high quality of all outputs
- Champion Australian Government policy and legislative requirements, in particular, gender, disability, child protection, fraud control and anti-corruption and environmental management
- Undertake evaluations and cases studies to ensure IF4 is a significant public diplomacy tool to work in Australia's interests

## Selection Criteria

### Qualifications

- Relevant tertiary qualification or at least five years proven Monitoring and Evaluation management experience on a project in a developing country
- Proven ability to support management of a large multi-disciplinary team in a complex project management environment
- Demonstrated ability to work with the private/public sector and civil society organisations

### Experience

- At least five years of experience managing and delivering successful monitoring and evaluation activities in a developing country
- Demonstrated experience to produce high quality reports
- Proven experience supporting programs with clear gender equality, child protection, disability inclusion development and social inclusion policy, practice and outcomes

### **Knowledge**

- Demonstrated experience to understand DFAT Monitoring and Evaluation Standards

### **Personal Attributes**

- Self-motivator able to drive a 'can-do' team culture
- Effective interpersonal, leadership and management skills
- Ability to assess and work sensitively in a cross cultural multi-stakeholder context
- Exceptional attention to detail

### **Child Protection**

Coffey is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

### **About Coffey**

Coffey has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

*Reviewed September 2020*