SPREP
Secretariat of the Pacific Regional Environment Programme

APPLICANT INFORMATION PACKAGE

MONITORING, EVALUATION and LEARNING ADVISER (MELA)

Re-advertisement previous applicants do not need to apply

International recruitment

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A. Background Information on SPREP

The *Secretariat of the Pacific Regional Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:**

> "*A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures*".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia
- France

- New Zealand
- United Kingdom
- the United States of America

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1**: Pacific people benefit from strengthened resilience to climate change.
- **Regional Goal 2**: Pacific people benefit from healthy and resilient island and ocean ecosystems.
- **Regional Goal 3**: Pacific people benefit from improved waste management and pollution control.
- **Regional Goal 4**: Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP Values

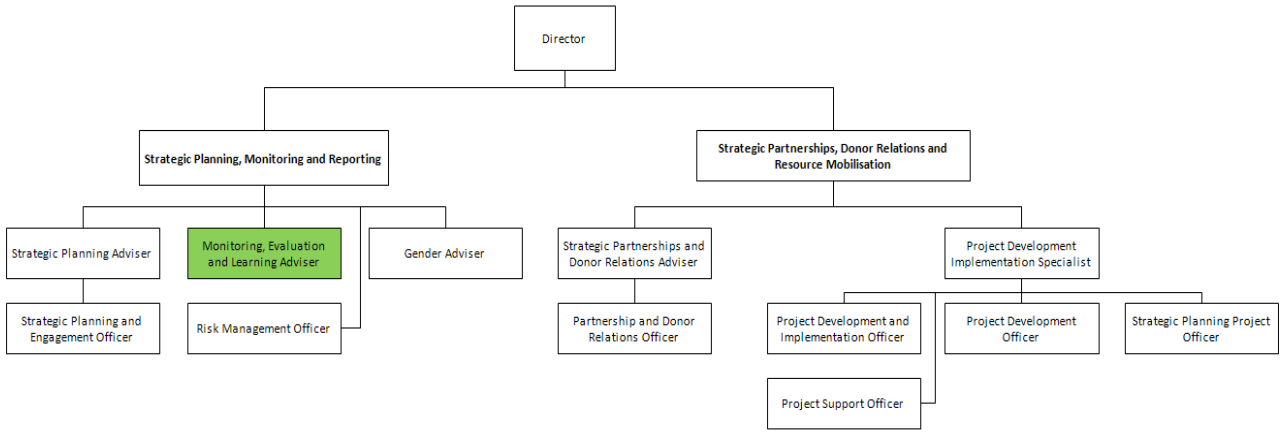
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. JOB DESCRIPTION

Job Title:	Monitoring, Evaluation and Learning Adviser (MELA)
Programme:	Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD)
Team:	Strategic Planning, Monitoring, and Reporting
Responsible To:	Director, Strategic Planning, Partnerships and Resource Mobilisation (DSPPR)
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Lead the development, review, and implementation the SPREP Monitoring, Evaluation, and Learning (MEL) Framework. • Provide high level policy advice and technical assistance on MEL including capacity building, awareness, and knowledge management to support impact and evidenced based reporting. • Lead and champion MEL within SPREP and its integration into SPREP technical programmes, projects, and organisation level policies, systems, and processes.
Date:	May 2025

Organisation Context



Key Result Areas

The position of **Monitoring, Evaluation and Learning Adviser (MELA)** addresses the following Key Result Areas:

1. Strategic leadership and management
2. Strategic policy advice and technical assistance
3. Institutional strengthening, capacity building, and learning
4. Networking, partnerships, and external engagement
5. Communications, advocacy, and impact reporting

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Strategic Leadership & Management a) Lead on the overall coordination and implementation of SPREP's MEL Framework. b) Coordinate SPREP organisation wide activities on MEL in close collaboration with the Programmes, Departments, and Projects to ensure alignment with the SPREP MEL Framework and international best practice. c) Develop and manage the SPREP MEL Work Programme and Budget and seek new and additional funding to support the implementation of MEL and related activities. d) Monitor results and evaluate the effectiveness of SPREP strategic priorities and implementation. e) Develop and manage the SPREP organisation wide integrated MEL system and process that supports impact and evidenced based reporting. f) Lead and provide oversight of the implementation of the SPREP Enterprise Risk Management, including tools, practices, and policies to analyse and report enterprise risks, and to manage risks according to the enterprise risk management framework, in the context of MEL.	• SPREP is recognised by Members and Development Partners as having robust MEL capacity. • M&E policy and practice is well integrated and understood by all staff across all SPREP programmes • SPREP strategic planning integrates appropriate monitoring, evaluation and reporting • Demonstrates accountability to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements • Enterprise risk management is an integral part of the organisation's culture
2. Technical and policy advice and assistance	

a) Provide MEL advice and guidance to SPREP Programmes, Projects, Governance and Operations to ensure the effective and efficient integration and implementation of the SPREP MEL Framework. b) Coordinate and provide relevant advice on MEL to SPREP Members and Partners and gauge feedback on areas for improvement. c) Provide analytical and in-depth analysis of current and emerging approaches to monitoring, evaluation and learning at the strategic, programmatic, and operational levels. d) Provide advice and guidance to strengthen the SPREP Performance Implementation Plan in line with the SPREP Strategic Plan and SPREP MEL Framework. e) Undertake internal monitoring and evaluation of a selected sample of SPREP projects and initiatives to inform organisation wide planning, advocacy, and learning. f) Lead the development of SMART indicators for the PIP and Results Framework including at the programme and project levels. g) Provide advice on the implementation of a risk-based approach within the overall MEL framework.	• Well researched, relevant and timely technical and policy advice on MEL matters is provided. • SPREP MEL Framework and standards reflect international best practices. • Technical and policy advice strengthen SPREP's role in the region. • SPREP programmes, projects, and operations successfully integrate and implement MEL approaches and practice. • Strategic MEL input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes • Risk Management Policy and Manual are updated to reflect new information and best practice. •
3. Institutional strengthening, capacity building and learning a) Coordinate and lead the development and implementation of a MEL data management and reporting system for SPREP including a dashboard and interactive features to support reporting. b) Develop and deliver MEL training, and capacity building Programme for SPREP staff. c) Organise learning and knowledge sharing events on lessons learnt from the implementation of the SPREP Strategic Plan and MEL Framework. d) Develop, deliver, and refine MEL tools, templates and guidelines to ensure they are fit for purpose to support the	• Improved MEL practice and awareness across SPREP. • MEL information and reports ae easily accessible and available. • SPREP embraces a MEL culture of learning demonstrated through the effective application of MEL across SPREP. • Continuous improvements of the SPREP MEL systems, processes, tools and guidelines. • SPREP staff well informed and trained on MEL.

implementation of the SPREP MEL Framework.	
4. Networking, partnerships, and strategic engagement a) Identify and actively pursue and secure funding opportunities and liaise with donors for M&E activities b) Design, develop and coordinate funding concepts and proposal developments that support SPREP and Member needs to strengthen MEL capacity. c) Represent SPREP in the CROP MEL Working Group and relevant MEL networks and community of practice.	• New funding concepts developed and submitted • Existing and new funding opportunities are secured for M&E activities • New networks and partnerships established with resources secured • SPREP's contribution to the 2050 Strategy MEL Working Group recognised.
5. Impact communication and reporting a) Track and analyse metrics/indicator to assess progress towards strategic goals and objectives at the strategic, programmatic and project levels. b) Contribute to developing impact stories utilising MEL approach and tools. c) Utilise advanced data visualisation techniques for effective communication. d) Coordinate and lead SPREP Meeting Reporting through the Results Framework and PIP. e) Coordinate the preparation of SPREP donor partnership reporting aligned to the SPREP PIP and donor requirements. f) Prepare and circulate MEL policy briefs to the Executive and SLT to support engagement and dialogue with Members, Donors and Partners. g) Keep abreast of donor reporting requirements and inform staff accordingly. h) Provide technical advice and reports on M&E data and information that support and promote the work of SPREP's programmes and projects in the region	• Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP's programmes and projects in the region • Increased visibility of the impact of SPREP's interventions. • Members and donor recognition of SPREP's achievements. Timely preparation and submission of PIP reports and donor reports.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
• Provision of timely and accurate briefings and advice to Senior Leadership Team and Members • Leading and managing the establishment of a robust SPREP MEL Framework and systems • Providing MEL advice and input across the organisation • Integration of MEL in SPREP programmes, projects and operations and ensuring compliance with the MEL Policy and international standards • Securing funding and resources • Collection of data and reporting

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations	• Advice and assistance • Consultations and collaboration • Monitoring & evaluation • Fundraising • Capacity Building • Communications and reporting
Internal • Executive • Senior Leadership Team • SPREP Technical Programme • SPREP Governance and Operations • All staff	• Leadership and management • Coordination and oversight • Advice and support • Capacity Building

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in own budget • can carry out negotiations on behalf of SPREP • can seek funding opportunities for work programme activities

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualifications of a Master's Degree in a relevant field such as international development, evaluation, public sector policy, economics, management OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential
2. At least 10 years of experience in monitoring, evaluation and reporting, on donor/grant-funded projects or programmes, with extensive understanding of international best practices in development effectiveness with at least 7 of those years at the senior leadership and advisory level, preferably in the Pacific islands.
3. Extensive knowledge of current and emerging monitoring and evaluation concepts, principles and practices and their application to regional and international organisations, preferably in the Pacific region context, with excellent understanding and appreciation of environmental ethics, values and priorities.
4. Extensive leadership and management experience including high level advisory, strategic thinker and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and gender-sensitive environments.
5. Experience in international development, including design and implementation of MEL Frameworks, monitoring and evaluation of performance, resource management as well as a good understanding of strategic planning processes with attention to detail.
6. Excellent relationship management and fundraising skills that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience.
7. Excellent strategic communication skills, experience in the development of MEL databases and systems, and with high quality reporting, as well as extensive experience in capacity building, particularly in the Pacific setting.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Leadership and Advisory • Monitoring & Evaluation • Innovation and analytical skills with attention to detail • Project development and management • Work programme planning, budgeting and implementation • Fundraising • Meeting tight timelines • Oral and written communication in English • Results-oriented problem-solving skills • Quality assurance approach • Risk based management
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Facilitation of participatory processes, workshops and retreats • Database skills for entering, processing/cleaning, and extracting data, including some experience with monitoring and reporting systems • Familiarity with SPREP governance and operations policies • Quantitative and qualitative evaluation methods and data analysis • Report and technical proposal writing • Quality and accuracy
Working Knowledge	• General management principles • Financial management
Awareness	• SPREP Strategic Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will be based in Apia, Samoa.

Duration: Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822 per annum. This is currently equivalent to SAT159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,409 which is currently equivalent to SAT179,554 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;

- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24-hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

D. ADMINISTRATIVE INFORMATION

***ESSENTIAL**: Applications should include:*

1. Completed Application Form – can be downloaded from the Employment Section of our website ***(you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered**);*
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL**: (***MOST PREFERRED OPTION***) Subject matter to be clearly marked "**Application for Monitoring, Evaluation and Learning Adviser**" and send to recruitment@sprep.org OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Monitoring, Evaluation and Learning Adviser**"

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Ms Olivia Hogarth on telephone (685) 21929 ext 285 or Email: oliviah@sprep.org

Closing date: Friday, 20 June 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer