

TERMS OF REFERENCE

AHPSU PACIFIC MEL COORDINATOR

SUMMARY

Position: Pacific Monitoring, Evaluation & Learning (MEL) Coordinator for the Australian Humanitarian Partnership Support Unit. This is a fulltime role.

Period: 5 years (AHP Phase 2 will be implemented until 22 January 2027).

ABOUT ALINEA INTERNATIONAL LTD

Alinea is an international development consultancy providing technical and management expertise that helps people improve their lives. We work with governments, investors, companies and communities to create lasting change. Over 35 years, Alinea has successfully delivered more than 515 projects worldwide.

BACKGROUND

The Terms of Reference (ToR) outlines the roles and responsibilities for the AHPSU Pacific MEL Coordinator. This role be responsible for supporting monitoring, evaluation and learning for AHP programming in the Pacific and Timor-Leste including the long-term Disaster READY resilience program and AHP responses in the region. It is a Pacific-based position.

The AHP

The AHP is a humanitarian and disaster management partnership between the Australian Government's Department of Foreign Affairs and Trade (DFAT) and six leading Australian humanitarian NGOs:

- **CARE Australia:** Partnering with Live & Learn
- **Plan International Australia:** Partnering with ActionAid, ChildFund Australia, International Medical Corps UK, CBM Australia and Australian Volunteers International
- **Save the Children Australia**
- **Caritas Australia:** Lead consortium partner in the Church Agencies Network Disaster Operations (CAN DO) network. Caritas Australia, Act for Peace, Adventist Development and Relief Agency, Anglican Board of Mission, Anglican Overseas Aid, Australian Lutheran World Service, Transform Aid International and Uniting World
- **OXFAM Australia:** Partnering with ABC International Development, CBM Australia and Habitat for Humanity Australia.
- **World Vision:** Partnering with CBM Australia, Habitat for Humanity Australia, Field Ready and the Bureau of Meteorology Australia.

The first phase of AHP (2017-2021) focused on enabling rapid response to sudden onset disasters, providing assistance to protracted crises globally, and supporting disaster preparedness and

resilience in the Pacific and Timor-Leste through the Disaster READY program. This focus will continue as part of Phase 2 (2022-2027).

The goal of the AHP is:

To save lives, alleviate suffering, and strengthen resilience and stability by supporting partner countries and communities to prevent, prepare for, respond to and recover from disasters and other humanitarian crises.

The three key Partnership components are:

1. **Disaster READY (Preparedness and Resilience):** *Women, men, youth, children, people with disabilities and other vulnerable people are better prepared and more resilient to disasters, in selected Pacific countries and Timor-Leste.*
2. **Rapid Onset and Protracted Crisis Response:** *Lives are saved and suffering is alleviated, vulnerable people are protected and communities are more resilient in disasters and humanitarian crises.*
3. **Partnership learning and practice:** *AHP Partners and other humanitarian stakeholders in Australia and the region strengthen policy and practice through collaboration and lessons learnt.*

Disaster READY

Disaster READY is designed to support women, men, youth, children, people with disabilities and other vulnerable people to be better prepared and more resilient to disasters, in selected Pacific countries and Timor-Leste.

It is currently being implemented by AHP partners and their local networks in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste. The Pacific and Timor-Leste is one of the world's most vulnerable regions to natural disasters and is also prone to political instability. The program strengthens disaster preparedness and improves disaster management at community through to government levels, with a focus on disaster risk reduction and climate change adaptation. AHP partners draw on their networks and partnerships in the region to support Pacific communities and governments.

Disaster READY 2.0 will focus on the following:

1. Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities.
2. Local civil society actors (NGOs, Community Based Organisations, churches, informal groups) have improved institutional and technical capacity to lead preparedness and disaster response.
3. Local and external actors coordinate effectively with national and sub-national governments for effective and inclusive disaster management.

The Disaster READY program is currently being updated and a facilitated process is in place to develop new country-level plans for the next 4.5 year period.

The AHP Support Unit

The AHP Support Unit (AHPSU) was established at the outset of the partnership. It is funded by DFAT and managed by Alinea International. The AHPSU represents a compact, agile and responsive team that works closely with all AHP NGO partners and local partnerships and networks, DFAT humanitarian and disaster risk reduction sections within the Humanitarian, NGOs and Partnership Division and other key humanitarian stakeholders. Core responsibilities of the AHPSU include:

- To facilitate a partnership approach and a whole-of-program perspective in implementation
- To strengthen End of Program Outcomes, by supporting monitoring, evaluation and learning, and promoting innovation and continuous improvement
- To coordinate engagement with other stakeholders and DFAT partners to work towards common objectives
- To provide financial and grant administrative support for DFAT and minimise transaction costs.

To achieve this, the Support Unit is made up of a number of key positions including Partnership Director, Operations & Grants Manager, MEL Manager, Disaster READY Coordinator, Communications & Visibility Manager and supporting staff.

PACIFIC MEL COORDINATOR

The Pacific MEL Coordinator will lead on and/or manage all monitoring, evaluation and learning activities and support analysis and evaluation interventions in order to map and understand the collective impact and change resulting from the Disaster READY program and any associated AHP responses carried out in Disaster READY countries.

The Pacific MEL Coordinator will have strong technical capacity and the ability to work with multiple and diverse Pacific stakeholders to drive unified strategies for improved monitoring, evaluation and learning across preparedness, resilience and response. Working across a minimum four Pacific countries and Timor-Leste, the Pacific MEL Coordinator will build on the lessons and successes of Disaster READY 1.0 and contribute to the development and implementation of a new Monitoring, Evaluation & Learning Framework for Disaster READY 2.0.

Working closely with AHP partners and local implementing agencies and organizations, the Pacific MEL Coordinator will provide technical support to Country Committee Coordinators and in-country MEL officers (engaged by the NGO partners) to ensure that partners are documenting the impact and the change intended from the Disaster READY program including:

- improved local disaster preparedness and community resilience leading to better locally-led emergency response
- more inclusive program approaches with improved participation and active decision-making from women, people with disabilities, LGBTQI+, children, the elderly and other marginalized groups ensuring strong documentation of intersectionality.

As part of the role, the Pacific MEL Coordinator will manage and coordinate evaluations, including thematic evaluations that explore the extent to which collective resilience programming and response is contributing to improved humanitarian outcomes. Key themes will include localization, accountability to affected populations and community and locally-led approaches to resilience, disaster preparedness and risk reduction and climate change adaptation.

The Pacific MEL Coordinator will work closely with partners in the Disaster READY countries building monitoring and evaluation capacity and identifying learning within countries and regionally. The role will support Disaster READY and relevant response annual reporting processes to ensure that the collective effectiveness of partner programs is measured and that implementational successes, risks and challenges are highlighted. The Pacific MEL Coordinator will creating

opportunities for collaborative learning and standardised MEL approaches (where practical) and work with partners to develop a Disaster READY learning strategy / agenda that promotes learning within the partnership as well as the humanitarian sector more broadly.

The successful candidate will demonstrate strong MEL technical capacity, strong management and mentoring skills and robust partnership brokering and relationship-building qualities.

DUTIES AND RESPONSIBILITIES

The Pacific MEL Coordinator's primary responsibilities will include:

- Engage in the Disaster READY 2.0 design refresh process. Depending on availability, the Pacific & Disaster READY MEL Coordinator will join the Disaster READY 2.0 design team supporting in-country consultations, developing networks and providing technical input to the development of a new Disaster READY 2.0 MELF.
- Maintain and review the Disaster READY 2.0 MELF throughout the life of Disaster READY 2.0. This will be an iterative and participatory process involving facilitation and support of in-country partners.
- Socialise and build partner understanding and ability to effectively report at both outcome level – in order to track change and impact – as well as against key Disaster READY 2.0 indicators.
- Support the implementation of real-time response monitoring that captures feedback from beneficiaries and responders during sudden onset emergencies as well as protracted crises responses and seeks to measure levels of localization and inclusion.
- Support Disaster READY partnership auditing processes that assist understanding of partnership and collaboration outcomes over the life of Disaster READY 2.0, monitors the development and effectiveness of humanitarian partnership in the Pacific and Timor-Leste, and contributes to AHPSU's role in partnership brokering.
- Commission and manage external independent evaluations of Disaster READY 2.0 (including a mid-term evaluation) and AHP response activations. The outcomes from these evaluations will support agency-level, AHP-level and sectoral learning.
- Commission and manage meta and strategic reviews to deepen analysis and assessments of key aspects of disaster preparedness, risk reduction and climate change adaption work, and explore key cross-cutting issues such as inclusion and localization.
- Support the review and update of Disaster READY reporting processes and templates to ensure they meet the accountability and information needs of all partners and DFAT and are optimally used for their intended purpose. Reporting templates will need to balance simplicity with agreed information and data needs for improved outcome reporting and reflection.
- In collaboration with the AHPSU Disaster READY Coordinator and the broader AHPSU team, support country partners in annual review, learning and planning events.
- Lead the design and implementation of Disaster READY 2.0 reflection and review processes and support broader AHP response reviews to ensure standardisation of systems, inter-agency learning and systems updates as required.
- Support the annual Disaster READY 2.0 reporting process, working in collaboration with AHPSU communications specialists, to ensure high quality reports for DFAT, partners and broader audiences.
- Develop strong working relationships with in-country partners and MEL focal leads, ensuring regular interactions, formal and informal meetings, briefings and ongoing support mechanisms to assist partners to understand MEL requirements and to develop capacity where required.

- Convene lesson learning activities on Disaster READY 2.0 to support AHP partners to integrate findings into their future practices, identify activities and approaches that are mutually beneficial to partners and add value to their work, and ensure that appropriate learning is shared among all members of the partnership.
- Review and quality assure partner proposals and reports to ensure that MEL is sufficiently built into the program cycle and resourced.
- Work in close collaboration with the Communications & Visibility Manager to support appropriate sharing of information to Australian and overseas stakeholders.
- Work closely with the AHPSU Disaster READY Coordinator on annual planning, program support etc.
- Other duties, as required, and agreed by the AHPSU Disaster READY Coordinator and AHPSU Partnership Director.

KEY SELECTION CRITERIA

Required

- At least 10 years' experience in monitoring and evaluation or research (preferably in the international aid and development sector).
- Formal qualifications in monitoring and evaluation or in research or equivalent in experience.
- Experience working in Pacific contexts.
- Demonstrated experience in developing fit-for-purpose monitoring, evaluation and learning frameworks with a particular focus on complex programs and initiatives; and leading and managing MEL activities within complex program environments
- Experience in building capacity in M&E, ideally with smaller resource-strained organisations.
- Good verbal and written communication skills in English.
- Proven ability to build relationships with and support (through mentoring, training etc) key partners in the Pacific and Timor-Leste.
- The ability to work effectively and collaboratively in a small team, work independently as required, and to meet deadlines.
- Experience working with NGOs and/or with the Australian Government (DFAT).

Desired

- An understanding of Australia's humanitarian sector and/or aid and development programs and policies.
- An understanding of disaster preparedness, disaster risk reduction and resilience.
- Experience and/or knowledge of key cross-cutting issues such as GEDSI, climate change, localisation etc.

RELATIONSHIPS

The position reports to the AHPSU Disaster READY Coordinator and is supported by the AHPSU MEL Manager. The Pacific MEL Coordinator will also work closely with the AHPSU's Communications & Visibility Manager; and Operations & Grants Manager.

Priority relationships include DFAT officers (within the Humanitarian, NGOs & Partnerships Division and specifically the Humanitarian and Development Deployments Section – HDS and at Pacific and Timor-Leste Posts), Australian NGO partners (including in-country MEL leads and humanitarian and resilience program staff), and broader humanitarian sector stakeholders

including national Red Cross societies, regional inclusion partners, UN agencies etc. On occasion, this position may have limited contact with children during participation in field visits.

POSITION & SALARY

A competitive salary will be offered with final remuneration negotiated based on experience.

LOCATION

The candidate will be based in the Pacific. Alinea International has program offices in Fiji, Solomon Islands and Timor-Leste. Remote arrangements within the region may be negotiated. Pending COVID-19 related restrictions, the position could involve international travel.