

TERMS OF REFERENCE

AUSTRALIAN HUMANITARIAN PARTNERSHIP SUPPORT UNIT MONITORING, EVALUATION & LEARNING MANAGER: PHASE 2

SUMMARY

Position: Monitoring, Evaluation & Learning Manager for the Australian Humanitarian Partnership Support Unit (AHPSU). **This is a fulltime role.**

Period: 4.5 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

This Terms of Reference (ToR) outlines the roles and responsibilities for the AHPSU Monitoring, Evaluation and Learning (MEL) Manager.

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 II (2022-2027).

The goal of the AHP Phase II is:

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

The objective is:

To strengthen resilience, stability and equality, particularly in the Indo-Pacific region, by addressing the challenges of disasters, changing climate, conflict and other threats and hazards.

The three End of Program Outcomes are:

EOPO 1: Disaster READY: Preparedness and Resilience - Women, youth, children, people with disabilities and other at-risk groups, are better prepared for and more resilient to disasters and climate change, in selected Pacific countries and Timor-Leste.

EOPO 2: Rapid Onset and Protracted Crisis Response - Affected populations, particularly women, people with a disability and other at-risk groups, benefit from timely, high quality and locally led humanitarian assistance that meets priority needs appropriate to the context.

EOPO 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.

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, Pacific MEL Coordinator, Communications & Visibility Manager and supporting staff.

MEL MANAGER

The MEL Manager will lead on and/or manage all monitoring, evaluation and learning activities and interventions to support analysis and understanding of the collective impact and change resulting from AHP emergency responses, protracted crisis responses and long-term resilience work. This will involve the coordination and support of monitoring, evaluation and learning by developing MEL systems and methods, leading on analysis and program-wide reporting and commissioning and managing evaluations and reflection events.

The MEL Manager will have a high level of technical capacity and the ability to work with multiple and diverse stakeholders to drive unified strategies for improved monitoring, evaluation and learning across the Partnership. The MEL Manager will build on the lessons and successes of AHP Phase I and lead the update of MEL systems and processes for AHP Phase II, in particular:

- adopting a stronger focus on whole-of-program outcomes at the partnership level (relating to the EOPOs and Intermediate Outcomes included in the AHP Logic)
- promoting and enabling Partners to use MEL systems in order to support communities and affected populations to engage in and make decisions that improves implementation
- ensuring that basic minimum data is available, so that reporting and information can be utilised by different stakeholders as required, and
- reinforcing the inherent incentives for strong performance of individual ANGOs to meet the expectations and requirements of good M&E practice, underpinned by international humanitarian and DFAT accreditation standards.

With a focus on outcomes and collective impact, a key deliverable will be the design, maintenance and ongoing systematic review, through participatory approaches, of a robust AHP Monitoring and Evaluation Framework (MELF) that provides balance between quantitative and qualitative data collection; enables analysis and synthesis of data to provide a clear picture of AHP strengths, challenges and learning points; and measures the growth and maturation of the Partnership. The MEL Manager will provide technical support, as required, to the Pacific MEL Coordinator who in turn provides day-to-day support to partners implementing the long-term Disaster READY resilience program and emerging Pacific humanitarian responses.

The MEL Manager will coordinate and manage independent evaluations and utilise relevant tools, methods and approaches to capture learning for continuous improvement to AHP program implementation and the achievement of outcomes. The MEL Manager will manage annual AHP reporting processes to ensure that the collective effectiveness of AHP partner programs is measured and that implementational successes, risks and challenges are highlighted. The MEL Manager will work with AHP partner MEL focal points, creating opportunities for collaborative learning and standardised MEL approaches (where practical). The MEL Manager will develop, maintain and manage an AHP 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 MEL Manager's primary responsibilities will include:

- Develop, maintain and review the AHP 2.0 MELF ensuring alignment with DFAT MEL policies and guidelines; international humanitarian standards and regional frameworks; and in alignment with guidance from the AHP 2.0 design update and mid-term evaluation.
- Ensure that the MELF captures both qualitative and quantitative data that serves multiple purposes including for continuous improvement across the program (including DFAT, ANGO and local partners, and the AHPSU); provide data and evidence for effective communications; and provide high-quality data and evidence for accountability and reporting.
- Work with DFAT and AHP partners to identify and develop key AHP-level indicators and basic minimum data sets through which the high-level objectives of the Partnership will be measured and analysed.
- 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 Partnership indicators.
- Manage the development of a real-time response monitoring tool – building on the Partnership level indicators - that captures feedback from beneficiaries and responders during sudden onset emergencies as well as protracted crises responses and seeks to measure levels of localisation and inclusion.
- Develop and implement a methodology for auditing and understanding partnership and collaboration outcomes over the life of AHP Phase II in order to monitor the development and effectiveness of the Partnership, and of the AHPSU's role in partnership brokering.
- Commission and manage external independent evaluations of AHP response activations and use the outcomes from these evaluations to support agency-level, AHP-level and sectoral learning.

- Develop, streamline and improve AHP reporting 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 basic minimum data and information needs for improved outcome reporting and reflection.
- Quality assure AHP partner proposals, MEL plans and reporting with a focus on technical support for improvement, learning and use of data.
- Maintain strong engagement with AHP partners through a community of practice approach that assists in sharing approaches, tools and experience.
- Manage the annual AHP reporting process, working in collaboration with the Communications team, to ensure high quality reports for DFAT, partners and broader audiences.
- Lead on the development of annual AHP learning strategies that provide a systematic learning agenda for the Partnership. The strategy would encompass:
 - Commissioning and managing meta and strategic reviews to deepen analysis and assessments of key aspects of the Partnership, humanitarian responses, disaster preparedness and resilience work, cross-cutting issues and other issues as required (and in collaboration with AHP partners and DFAT).
 - Convening lesson learning activities that 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.
 - Leading the design and implementation of reflection and review processes to ensure standardisation of AHP MEL systems, inter-agency learning and systems updates as required.
- Work in close collaboration with the communications team to support appropriate sharing of information to Australian and overseas stakeholders.
- Provide support and mentoring as required to the Pacific MEL Coordinator, working in close coordination with the AHPSU Disaster READY Coordinator, country committees and country MEL focal points.
- Directly line manage the AHPSU Program Officer.
- Other duties, as required, and agreed by the AHPSU Partnership Director.

KEY SELECTION CRITERIA

Required

1. A minimum 15 years' experience in monitoring and evaluation or research (or equivalent experience in the international aid and development sector).
2. Formal qualifications in monitoring and evaluation or in research.
3. Demonstrated experience in developing fit-for-purpose monitoring, evaluation and learning frameworks with a particular focus on complex programs and initiatives.
4. Experience in building capacity in M&E, ideally with smaller resource-strained organisations.
5. Excellent verbal and written communication skills in English.
6. Evidence of strong cross-cultural awareness, and proven ability to build relationships with and support key partners (through mentoring, training etc), including in the Pacific and in other countries where AHP partners are operating.
7. The ability to work effectively and collaboratively in a small team, work independently as required, and to meet deadlines.
8. Experience working with NGOs and/or with the Australian Government (DFAT).
9. Demonstrated experience managing support staff.

Desired

- An understanding of Australia's humanitarian sector and/or aid and development programs and policies.
- An understanding of disaster preparedness, disaster risk reduction, climate change adaptation and resilience.
- Experience working in Pacific contexts.

- Experience and/or knowledge of key cross-cutting issues such as GEDSI, climate change, localisation etc.

RELATIONSHIPS

The position reports to the AHPSU Partnership Director. The MEL Manager will directly manage the AHPSU Program Officer role in close coordination with the AHPSU Communications & Visibility Manager. The position will also work closely with the entire AHPSU team including the Disaster READY Coordinator and the Operations & Grants Manager. While the Pacific MEL Coordinator will report directly to the Disaster READY Coordinator, the AHPSU MEL Manager will be expected to work closely with this position and to provide technical and strategic support as required.

Priority relationships include DFAT officers (within the Humanitarian, NGOs & Partnerships Division and specifically the Humanitarian and Development Deployments Section - HDS), Australian NGO partners (specifically humanitarian leads and agency MEL leads), AHP partner MEL focal points at country level, and broader humanitarian sector stakeholders including ACFID/HRG, the Australian RED Cross, RedR etc. On occasion, this position may have limited contact with children during participation in field visits.

POSITION & SALARY

The AHPSU MEL Manager is a specialist fulltime position. Salary range will be \$175,000 to \$190,000 per annum (inclusive of superannuation) depending on skills and experience.

LOCATION

The candidate will ideally be based in Melbourne or Canberra. The position may involve international travel.