



**Connected
Courageous
Compassionate**

Position Title:	AHP Fiji Monitoring Evaluation Research Learning Innovation (MERLI) Officer
Department:	AHP Disaster Ready 2.0
Reports To:	Program Director and AHP DRCC Fiji Country Director
Team Supervision:	AHP DRCC Fiji Country Coordinator (Technical & Program) and ADRA Programs Director (Contractual)

Full / Part Time:	Full Time
Revised Date:	December 2022

Purpose of Position: *A basic statement that describes the intent of the position.*

The Monitoring Evaluation Research Learning Innovation (MERLI) Officer provides high level Monitoring and Evaluation guidance and coordination for the AHP Fiji DRCC and Fiji Partners in liaison with the AHPSU MEL Specialist.

Behavioural Expectations: *Our code of Conduct - How we do things in our organisation that underpins our values.*

Commitment to upholding ADRA Fiji and DFAT's Code of Conduct and related policies. This includes contributing to protection of vulnerable persons and the prevention of abuse of any kind as outlined in our Safeguarding policies.
Consistently demonstrating ADRA's and DFAT's core values of Compassion, Connectedness and Courage, as well as Alliance values of Trust, Respect, Teamwork and Growth/Learning.

Key Competencies: *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

- A relevant undergraduate degree with 5 years+ demonstrated experience in MERLI. Post-graduate qualification would be an advantage
- Advanced interpersonal and coaching skills
- Advanced writing, research, and group facilitation skills
- Strong data analysis skills (both qualitative and quantitative)
- Proficiency in relevant software and data collection and analysis tools
- Ability to work in cross-cultural settings with diverse stakeholders
- Advanced understanding of DFAT Monitoring and Evaluation standards and tools
- Ability to work under pressure and tight deadlines
- Familiarity with at least 1 local language
- Must be able to work on extended hours outside normal working hours

ADRA Competency Framework: 1.1 Deciding and Initiating Action, 3.1 Relating & Networking, 4.1 Writing and Reporting, 6.1 Planning & Organising

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
MEL Management & Support	<ul style="list-style-type: none"> • Lead the development of an evidence-based culture of learning in line with DRCC Monitoring Plan, Learning and Localisation Agendas • Guide the development and application of the MEL strategy • Coordinate thematic evaluations and support development of thematic expertise 	<ul style="list-style-type: none"> • Consistently reflects the values of ADRA Fiji. • Consistently demonstrates sound judgment in decision making. • Project activities are implemented and managed in a cost efficient and impact effective manner according to laid down project plans and objectives.

	<ul style="list-style-type: none"> • Oversee the development of impact reporting, impact case studies and dissemination of lessons learned • Assist/backstop AHP Fiji DRCC and consortium partners with baseline, annual, mid-term and end-line evaluations, or other forms of impact measurement • Support AHP Partners in the development of MEL frameworks, LogFrames, indicators tracking • Represent AHP Fiji in MEL forums, technical groups or specialist networks • Provide high quality support to AHP Partners with project management software 	<ul style="list-style-type: none"> • Build a performing, result oriented, focused and creative environment. <ul style="list-style-type: none"> ○ Partner satisfaction with MEL capacity building through the project cycle ○ Effective oversight of AHP DRCC's MEL plan and systems ○ Quality of contribution to project design ○ Active participation in AHP Network or other technical learning labs ○ Support to AHP's annual learning events ○ Advanced skills on database management ○ Develop impact reports, case studies
Learning, Research, and Innovation	<ul style="list-style-type: none"> • Facilitate and Coordinate Learning Research and Innovation Plan under the DRCC • Support implementation with each AHP Partners <p><i>Note: Responsibilities may be changed/added after 6 monthly probationary reviews and periodic performance appraisals. Busy periods may require work out of hours within reason.</i></p>	<ul style="list-style-type: none"> ○ Research, Learning and Innovation products or reports
Other Responsibilities	<ul style="list-style-type: none"> • The role involves assisting DRCC Coordinator with project management tasks. • The role requires close collaboration with the AHP DRCC and Partners and Communications Officer • The role may require assisting the AHP Partners with safeguarding, GEDSI and other cross-cutting issues • The role may also require occasional MEL support to the AHP Activations • As the alliance between AHP local partners, ANGO and with relevant government and external stakeholder, the MEL officer will provide core MEL services as per service agreement between the two offices (ADRA - PIF) under the DRCC. 	<ul style="list-style-type: none"> ○ Effective project management ○ Provision of high-quality impact stories and evidence of change

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		