

Position Description

Position Title	Monitoring and Evaluation Officer
Project	Vanuatu Education Support Program II
Reports to	Team Leader
Duration of Assignment	Until January 2023, with possibility of extension based upon performance
Location	Port Vila, Vanuatu with some travel

Program Overview

The Vanuatu Education Support Program Phase II (VESP II) is funded by the Australian Government's aid program and implemented in cooperation with the Government of Vanuatu. The program includes two components:

- (a) Targeted support to MoET to implement the Vanuatu Education and Training Sector Strategy (VETSS); and
- (b) Provision of the Australia Awards Vanuatu Scholarships and professional development and networking opportunities for alumni.

VESP II was designed to align with MoET's draft Corporate Plan (2018-20) and the NSDP. Specifically, VESP Phase II was designed to support MoET's contribution to NSDP Pillar 1 (quality education and social inclusion) and Pillar 3 (stable and equitable growth). In addition, VESP II aligned with MoET's Inclusive Education Policy and will support GoV's contribution to the Sustainable Development Goals (SDGs) – Goal 4 (ensure inclusive and quality education for all and lifelong learning) and Goal 10 (reduce inequality within and among countries).

Australia Awards in Vanuatu is also delivered under the same contract as VESP Phase II. The design facilitated management efficiencies and links between the two programs, including some shared operational costs.

Position Summary

The VESP Monitoring & Evaluation Officer will work under the guidance of VESP's Monitoring, Evaluation and Reporting Adviser. The M&E Officer will support the monitoring, evaluation and reporting of VESP's activities, contribute to the production of VESP's reports and the alignment of VESP's monitoring, evaluation, and reporting systems to MoET's.

The selected Officer will work closely with the teams implementing the VESP supported activities. These activities are aligned to the recently approved 2022-26 Corporate Plan. The Officer will support the implementing teams to monitor and evaluate the progress of these activities and their contribution towards outcomes.

Under the guidance of the MER Adviser, the Officer will be responsible for maintaining VESP's M&E data-base data-collection tools.

The Officer will assist efforts to develop the monitoring, evaluation and reporting capacity of MoET. The Ministry's M&E team is located within the Policy and Planning Unit. The Officer will develop and maintain close relations of MoET's M&E team.

The Officer will be located in VESP's office, at the Ministry. It is expected that the Officer will be required to travel to the provinces occasionally.

Key Responsibilities

Program Reporting

- Support drafting of VESP II quarterly and annual progress reports.
- Support drafting of context analysis reports.

Program Support

- Draft and update, VESP's M&E plan.
- Support activity coordinators and managers in the overall monitoring and evaluation of VESP's supported activities
- Support activity coordinators and managers in the design and implementation of research activities.
- Maintain and update the VESP data management system.
- Support MoET to access VESP's supported activities' data.
- Support the VESP Communications Manager as required, in the preparation and presentation of information, data and associated infographics.
- Support MER Adviser to organize capacity development activities.

Outputs and Deliverables

- A well structure and up-to-date data base in MS Excel
- VESP's required annual reports (Quarterly Progress Reports, annual report, Public Financial Management Update Report, Context Analysis)

Selection Criteria

Qualifications

- At least an undergraduate degree in a relevant field

Experience

- Demonstrated experience in collecting and managing data and information using ethical and participative data collection approaches
- Demonstrated experience in collecting and managing qualitative and quantitative data
- Experience in working with diverse stakeholders and managing relationships
- Experience with DFAT M&E reporting standards is an advantage
- Experience preparing quality reports
- Experience working in the education sector is an advantage

Knowledge and Personal Abilities

- Proactive attitude
- Excellent skills in Microsoft Excel and knowledge of web-based survey systems – knowledge of data analysis packages is highly appreciated
- Ability to communicate effectively and build relationships in cross-cultural environment, with stakeholders from diverse backgrounds
- Highly organised with good attention to detail
- Ability to plan and undertake M&E activities in a cooperative manner as part of a large team

- Excellent writing and speaking skills
- Advanced English language and Bislama skills essential, French language skills highly desirable
- Willingness to undertake local travel as required

Child Protection

Tetra Tech International Development 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 Tetra Tech International Development

Tetra Tech International Development 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.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse, or harassment of any kind.

Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech International Development's commitment to technical excellence in gender equality, our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to our programs to improve the livelihoods of the world's most marginalised groups.